Position: Operations Coordinator (full-time)
Organization: After-School All-Stars Puget Sound
Office Location: Tukwila, WA (moving to Federal Way, WA)
Pay: $23-24/hour (salary estimate: between $47,840-49,920)

ORGANIZATION BACKGROUND:
After-School All-Stars (ASAS), founded by Arnold Schwarzenegger in 1992, is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, our cost-free, comprehensive school-based programs include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life. ASAS reaches more than 80,000 youth in over 400 school sites in 19 chapters across the U.S. ASAS Puget Sound was founded in Fall 2016 and serves approximately 600-800 students within three school districts—Kent, Tukwila and Federal Way.

A UNIQUE OPPORTUNITY:
The Operations Coordinator will demonstrate the ability to ensure our chapter is operating efficiently and in compliance with National regulations and funder expectations. The Operations Coordinator should demonstrate excellent organizational skills, leadership, community-building and collaboration skills, consistent attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

SALARY AND BENEFITS:
The salary for this position ranges between $23-24 per hour (commensurate with qualifications and experience of the individual candidate). ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18+ days of paid time off, flex time, and 17 paid holidays.

ASAS is an equal opportunity employer. We encourage people of color, candidates of diverse backgrounds/lived experiences, and residents of the communities we serve to apply.

SPECIFIC RESPONSIBILITIES:

Human Resources:
- Review applications and facilitate recruitment processes for part-time positions
- Manage pre-employment onboarding processes for new hires (paperwork, background checks, fingerprinting, etc.)
- Manage HRIS system for employee profiles
- Support with payroll coding and timecard management
- Ensure all team members are in compliance with safety and risk management policies

Finance:
- Oversee invoices and reimbursements in alignment with chapter grant requirements
- Coordinate purchasing/inventory for school sites and main office
- Complete monthly credit card reconciliations
- Track real-time chapter expenses and spend-down of grant budgets
- Review monthly finance documents

Data Management:
- Create and submit quarterly attendance reports
- Support management of program data and student enrollment
- Support with annual federal cumulative data report (for applicable school sites)
- Support with data entry for fundraiser events (GiveSmart)
**Operational Support of Programs:**
- Support in tracking school site inventory and program supply needs
- Assist with training and professional development sessions for site staff
- Support with monthly Pulse Checks for YPQI alignment
- Create field trip permission forms and transportation requests
- Manage the distribution and collection of student evaluation forms for National Evaluation Team and other evaluation initiatives
- Provide programmatic school site support, when needed (e.g. end-of-session celebrations, special events, call-outs of staff, etc.)

**General Office Management:**
- Assist with arranging meetings, maintaining calendars
- Support office technology, telecommunications and office/common space management
- Coordinate mail and shipping
- Assist with preparations for Advisory Board meetings
- Assist in the compilation and distribution of social media and communications content, highlighting ASAS program, students, and funding partners
- Support the ASAS Puget Sound team with fundraiser event planning and execution
- Support Executive Director on various planning, processes, and projects as needed
- Volunteer Engagement: Support the chapter with volunteer onboarding and program participation in alignment with HR and Program Support duties

**QUALIFICATIONS & SKILLS REQUIRED:**
The **Operations Coordinator** should embody ASAS’s core values: accountable, collaborative, transparent, proactive, and entrepreneurial. The successful candidate will be extremely organized and detail oriented have strong communication skills, and be capable of managing multiple priorities and deadlines.

- Undergraduate degree preferred.
- At least one year of non-profit work experience is preferred.
- Candidates with HR, Operations, or Finance experience are strongly encouraged to apply
- Highly organized with excellent written communication skills
- Dependable, conscientious, detail-oriented, and capable of managing deadlines
- Capable of working independently as well as with a team
- Flexible and able to adapt to changing position demands
- Knowledge of Microsoft Office (required)
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Ability to tackle work assignments head-on in a positive and efficient manner
- Proficient technology knowledge and experience is required

**HOW TO APPLY:**
1) Please submit your resume & cover letter via e-mail to Pugetsoundjobs@afterschoolallstars.org
2) Please put “Operations Coordinator, ASAS Puget Sound” and your last name in the subject heading
3) Your cover letter should be no more than one page, submitted in PDF format

To learn more about ASAS, please visit our websites: www.afterschoolallstars.org | www.ASASPugetSound.org