



Position: Operations Manager
Organization: After-School All-Stars
Location: Cleveland, Ohio (on-site)
Reports to the Executive Director

Organization Background

Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A Unique Opportunity

After-School All-Stars is currently seeking an Operations Manager to manage program operations at ASAS Cleveland. The Operations Manager will ensure the chapter is operating efficiently and in compliance with National regulations and funder expectations. The Operations Manager demonstrates 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.

Responsibilities include:

HUMAN RESOURCES

- Manage all parts of the employment process for part-time staff management, including but not limited to recruitment, staffing, onboarding, and exiting for staff (recruitment, interviewing, employee management through Paylocity)
- Collaborate with National Human Resources Department to staff full-time positions, create onboarding plans for new hires, and support with payroll inquiries as needed
- Ensure safety, compliance, and risk management training and policies for the chapter

FINANCE

- Organize fiscal documents including invoices, credit card statements, and bills
- Collaborate with National Finance Department to process accounts payable for vendors, contractors, payments, and reimbursements
- Responsible for monthly expense reconciliation including receipt collection, coding, and documentation
- Support team with real-time budgeting and understanding appropriate coding for transactions

OFFICE MANAGEMENT

- Assist with arranging meetings and maintaining calendars
- Coordinate mail and shipping: posting, processing, and dropping off mail and/or UPS and FedEx; maintain mail and shipping supplies
- Organize and maintain hard copy and electronic files, records, and databases of chapter information
- Manage purchasing and inventory for both office and school sites
- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network
- Attend Board meetings, take and distribute minutes, and support with general support Board documents
- Provide operational support to the Development & Programs team as needed, including but not limited to occasional on-site program involvement, attending chapter events, staff and student data collection, etc.
- Support with various planning, processes, and projects

Who should apply?

The Operations Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required with at least one year or two of non-profit work experience. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines. A consummate team player with a flexible and creative approach and with the ability to work under time constraints. Candidates should have knowledge of Office 365. Candidates should have a desire to demonstrate exceptional skills in an engaging nonprofit environment.

Salary & Benefits:

This is a full-time position with a salary range of \$24-26 per hour, commensurate with the qualifications and experience of the individual candidate. This position is slated for 40 hours/week, Monday-Friday. This is an on-site position, and the office is located at **15887 Snow Rd. Brook Park, Ohio 44142**. ASAS offers competitive benefits including, but not limited to health, dental, and vision, 18+ days of PTO, and 25 paid holidays.

How to Apply:

Please submit a resume via e-mail to connie.tam@afterschoolallstars.org. Please put "Cleveland Operations Manager" and your last name in the subject heading.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org