

Position: Operations Coordinator

Organization: After-School All-Stars Philadelphia & Camden

Work Location: 1010 N. Hancock Street, Philadelphia PA and occasional visit to school sites in Philadelphia and Camden (1 day per week may be remote)

Who We Are

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the US. Our mission is to provide comprehensive programs that keep kids safe and help them succeed in school and life. We do this by providing free enrichment programs after school and in the summers at school and community sites.

Our comprehensive school-based programs combine academic readiness, visual & performing arts, STEM learning, health & wellness, and career exploration activities to help build the knowledge and skills children need. Founded in 1992, After-School All-Stars provides free, daily afterschool programs to more than 90,000 youth in 19 chapters across the US. The Philadelphia & Camden chapter was established in 2014 and serves 500 students at 12 sites in Philadelphia and Camden, NJ.

A Unique Opportunity

We are currently seeking an experienced and enthusiastic Operations Coordinator to manage office and program operations for our Philadelphia & Camden chapter. Reporting to the Executive Director, this is an ideal position for an individual who demonstrates excellent organizational skills, consistent attention to detail, and can juggle multiple projects and tasks simultaneously.

Specific Responsibilities Include:**HUMAN RESOURCES**

- Coordinate recruitment & hiring for part-time site staff
- Coordinate background clearances and onboarding paperwork for new hires
- Coordinate new employee training (New Hire Orientation & Safe-Schools training platform)
- Organize and maintain records & systems related to HR paperwork and background checks
- Support staff with payroll including timesheets approval and corrections
- Distribute relevant HR information to chapter staff

FINANCE

- Create procurement protocols and coordinate purchasing supplies for ASAS sites and office
- Create invoicing protocols and submit invoices and reimbursements
- Complete monthly credit card reconciliation and maintain supporting documentation
- Organize fiscal documents such as invoices, credit card statements and bills
- Assist in tracking expenses for grant reporting

OPERATIONAL SUPPORT OF PROGRAMS

- Support staff in tracking site inventory
- Assist with training site staff on operation protocols and their implementation
- Coordinate mail and shipping: posting, processing and dropping off mail and/or UPS and FedEx
- Manage office supplies including mail and shipping supplies
- Support the team on various planning, processes, and projects as needed

Data Management

- Oversee database and ensure that all information is accurately recorded and entered
- Prepare timely reports as needed for funders or school partners

MARKETING/DEVELOPMENT

- Coordinate Social media posts
- Coordinate hiring and recruitment platforms
- Take minutes at Board meetings as needed
- Support special projects and event logistics

OTHER

- Support the team as assigned

What You'll Need

The Operations Coordinator will embody ASAS's core values (entrepreneurial, collaborative, transparent, accountable, and proactive), and demonstrate a commitment to the mission of helping kids succeed in school and life. This individual will have proven success in administrative support, passion for youth engagement, and enjoy working collaboratively within a community of youth-centered professionals.

- An undergraduate degree is preferred
- 1-5 years of relevant experience providing administrative and office support
- Nonprofit work experience is preferred
- Candidates with HR, Finance or Operations experience are strongly encouraged to apply
- Proficient technology knowledge and experience is required (MS Office, Outlook, etc.)
- Excellent oral and written communication skills
- Dependable, conscientious, and capable of managing multiple deadlines
- Precise attention to detail
- Background check requirements; Child Abuse clearance, FBI and Criminal background check

Salary and Benefits

This is a full-time exempt position, with a salary commensurate with the qualifications and experience of the individual candidate estimated at \$46,000-50,000 annually. ASAS offers competitive benefits including health, dental, and vision (premium is 99% paid by the company), 25 paid holidays, 18 days of Paid Time Off, and 401k with a 5% match.

How to Apply

If you are interested in applying for the position, please submit a cover letter and resume in PDF format via e-mail to: susan.quinn@afterschoolallstars.org. Please put "Operations Coordinator" in the subject of your email.