



Position: Finance and HR Operations Coordinator

Organization: After School All-Stars

Location: Los Angeles, CA, Hybrid

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 a driven, organized, and proactive Finance/HR Operations Coordinator to split time supporting both the Finance and Operations team, as well as the Human Resources team, based in the National Headquarters in Los Angeles, CA. This Operations Coordinator will be a key member of both the Finance and HR Teams with responsibilities of supporting the Senior Director of Human Resources and the Executive Vice President of Finance and Operations. This individual will gain knowledge in assistance of both senior leaders, Paylocity and Financial Edge, drafting communications, managing newsletters, accounting, and business operations. The OC can expect to gain a wealth of experience in both key facets of our non-profit organization.

SPECIFIC RESPONSIBILITIES:

- Executively assist both the Senior HR Director and the Executive Vice President of Finance and Operations. This include scheduling, agenda preparation, reminders and team events.
- Coordinate with the Executive office to schedule quarterly or bi-annual in-person events
- Implement the necessary operations task schedule while the National team converts to hybrid from remote work
- Run errands with a reliable method of transportation as needed for back-office functioning of both departments including but not limited to mail pickup and distribution
- Manage contracts with vendors to maximize efficiency and minimize cost, establishing new procedures where necessary
- Assist the Senior HR Director with annual open enrollment
- Organize and maintain files, records and guides as it relates to finance/accounting and human resources
- Assist the Executive Vice President of Finance and Operations with reimbursements and with the yearly preparation of the Audit/990
- Prepare communications including but not limited to the weekly HR newsletters and monthly Finance newsletters
- Assisting HR personnel with onboarding/new hire meetings to all new full-time staff
- Assist with HR and Accounting inbox general inquiries as needed
- Perform administrative duties as necessary

WHO SHOULD APPLY?

The Finance and HR Operations Coordinator will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will be extremely organized and detail oriented, have strong communication and collaboration skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines.

A minimum of 1-2 years in a similar role is required (nonprofit, university or an entrepreneurial organization.) The Operations Coordinator must demonstrate a high level of professionalism and discretion, as the assistant has access to sensitive organizational information for both Human Resources and Finance. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position. This position will begin as remote, but should be open to a hybrid situation if the National headquarters acquires a new office location.

SALARY AND BENEFITS:



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The salary range for this position is \$50,000-\$58,000 and commensurate with qualifications and experience of the individual candidate. This is a full-time non-exempt position. ASAS offers competitive benefits including, but not limited to a Tier 1 rate of 18 days of paid time off, 25 paid holidays, medical, dental, vision, and an employer match for our 403(b) plans.

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

HOW TO APPLY FOR THE FINANCE AND HUMAN RESOURCES OPERATIONS COORDINATOR ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org Your cover letter should be in PDF format, addressed to the Recruiting Manager, and indicate how your experience is relevant to this role with [After-School All-Stars](http://www.afterschoolallstars.org). Please put "Finance HR Operations Coordinator" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org