



POSITION: Operations Manager

ORGANIZATION: After-School All Stars

LOCATION: New York, NY

Founded in 1992, After-School All-Stars (ASAS) provides free, daily afterschool programs to over 70,000 youth in over 300 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 work in collaboration with a small team managing programmatic and financial operations at After-School All Stars New York (ASAS NY). The Operations Manager demonstrates leadership, excellent organizational skills, community-building and highly collaborative; detail-oriented, flexible thinking, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS. The Operations Manager will embody ASAS NY's core competencies: Structure, Accountability, Responsibility, and Pride and demonstrate the ability to ensure our chapter is operating efficiently and in compliance with National regulations and funder expectations.

SPECIFIC RESPONSIBILITIES:

HUMAN RESOURCES

- Manage hiring and onboarding paperwork for new staff, not limited to managing hiring platforms (Indeed, LinkedIn, etc.)
- Create job requisitions for open positions on several platforms including Indeed, Handshake, and After School Pathfinder
- Oversee Paylocity processes for all FT staff (onboarding and offboarding protocols, PIP uploading, tracking HR required documentation, reports for attendance, and general demographics)
- Ensure compliance of chapter and site staff background checks, NYS & NYC clearances, and Safe Schools Training across multiple platforms
- In conjunction with the Operations Coordinator, update and monitor internal Employee List with any staffing changes across 11 Sites
- Support in maintaining staff records according to funding requirements (DYCD, OCS, Advantage, etc.)
- Create stipend and bonus agreements as needed. Coordinate with HR to ensure payments are reflected accurately and timely.



- Supervise payroll and related communication to staff on time entry policies and procedures
- Distribute relevant HR information to NY Chapter, both FT and PT staff
- Liaise with the National Operations Team to ensure HR compliance

FINANCE, PROCUREMENT & ACCOUNTING

- Ensure adherence to procurement protocols (purchase requests, subcontract agreements, and invoicing)
- Manage multi-step procurement process for school sites and main office, ensuring compliance with funder requirements and liaise with ASAS Financial Manager
- Review and file subcontractor agreements in compliance with funder requirements
- Align all fiscal processes with ASAS NY Charts of Accounts
- Organize and reconcile fiscal documents such as invoices, credit card statements and bills for weekly Accounts Payable process
- Organize and reconcile fiscal documents such as invoices, credit card statements and bills for monthly AMEX payment process
- Create vendor accounts and navigate vendor relations with the Finance department, managing all inquiries accurately and promptly
- Account administrator for Amazon, Public Storage, and Verizon accounts. Update information as changes occur.
- Manage real time grant spend down and work closely with leadership on local site budgets

OPERATIONAL SUPPORT OF PROGRAMS

- Coordinate all purchasing for school sites and main office. Follow-up on any logistical concerns with purchasing such as lost packages, damaged items, and deliveries.
- Assist with staff trainings ensuring adherence to and understanding of procurement processes, hiring, onboarding and offboarding

OFFICE MANAGEMENT

- Coordinate mail and shipping: posting, processing and dropping off mail and/or UPS and FedEx; maintain mail and shipping supplies
- Organize and maintain files, records, and databases, in relation to HR paperwork, invoices, and background checks
- Coordinate with office management regarding package retrieval, staff badges, routine maintenance, billing, and conference room booking.

SPECIAL PROJECTS

- Support the strategic planning of program events and chapter events



- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network
- Support NY team on various planning, processes, and projects as needed

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 Microsoft Office. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

SALARY AND BENEFITS:

The salary for this position is \$65K-\$75k per year 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 and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE OPERATIONS MANAGER ROLE:

Please submit a resume and cover letter via e-mail to: tenisha.swift@afterschoolallstars.org.

Your cover letter should be in PDF format, addressed to the Senior Director of Grants & Compliance, and indicate how your experience is relevant to this role with After-School All-Stars. Please put "NY Operations Manager" 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