



Girls Inc. of Lynn

JOB TITLE:	Operations Manager
DEPARTMENT:	Administration
REPORTS TO:	Executive Director
STATUS:	Full-time, 40 hours, Nonexempt, In-person
SALARY:	\$45,000-\$50,000

Girls Inc. of Lynn seeks Operations Manager to join our team to help build the next generation of strong, smart, and bold leaders.

OVERVIEW: Girls Inc. of Boston and Lynn is part of a national nonprofit organization dedicated to inspiring all girls to be Strong, Smart, and Bold. For nearly 160 years, Girls Inc has been evolving with girls, equipping and supporting them to meet the challenges and the opportunities of the day and to envision and advocate for a more equitable and sustainable future. Girls Inc programming addresses all aspects of a girl's life to be healthy physically and mentally, educated through academic enrichment and support, and independent through life skills. Programs are delivered in a safe and supportive girl-focused environment where all girls can be themselves and are given the skills to achieve their personal best. Programming includes literacy, STEM, Healthy Sexuality, Economic Financial Literacy, Leadership, Advocacy, Mentoring, Academic Support, and Media Literacy.

POSITION SUMMARY: The Operations Manager is a full-time role reporting to the Executive Director. This person will play a critical role in managing the day-to-day effectiveness of Girls Inc. The Operations Manager position is an outstanding opportunity for a motivated and detailed individual who loves to solve problems and make things happen. The individual in this position will have a role in supporting the organization's ability to grow and expand its impact while gaining a broad set of experiences relevant to nonprofit leadership.

RESPONSIBILITIES:

SUPPORT FOR EXECUTIVE DIRECTOR

- Provides administrative support to Executive Director;
- Assist Executive Director with preparing presentations, meeting agendas, and meeting minutes;
- Anticipate, prepare, and follow up as needed for Board of Directors meetings, donor meetings, girl led tours, staff meetings, and all meetings on Executive Director's calendar;
- Maintain the highest level of confidentiality;
- Support leadership team in daily operations and special projects as coordinated with the Executive Director.

FACILITIES MANAGEMENT

- Communicate with the maintenance team and facilities vendors regarding cleaning, maintenance, and service calls;
- Schedule Safety Committee meetings and take minutes.

BOARD SUPPORT

- Maintain Board onboarding materials;
- Manage board documentation, including applications, signed conflict of interest forms, and others as required by the Executive Director;
- Provide administrative support for all Board and Board Committee meetings.

HUMAN RESOURCES

- Participate in onboarding new employees by instructing employees on phone usage and ensuring the phone is correctly set up, preparing new employee files, ordering necessary supplies;
- Work with Technology Vendor to complete employee computer set-up;
- Process CORI request;
- Maintain Sales Force Database for National Girls Inc.;
- Manage parking passes;
- Act as liaison between team members and technology vendor to resolve computer network issues.

VOLUNTEER MANAGEMENT

- Work with Program and Development Team to ensure all volunteer paperwork is complete and accurate;
- Log all volunteer hours weekly;
- Process CORI request;
- Submit monthly updates on volunteer activity and quarterly and yearly volunteer reports;
- Maintain and update the volunteer management system.

OFFICE MANAGEMENT

- Maintain office supplies for Administration Team;
- Manage incoming and outgoing mail: pick up daily mail from mail slot, sort, date stamp, and distribute the mail;
- Ensure operation of equipment, including the postage meter and copiers, for the organization by completing preventive maintenance; requirements; calling for repairs; maintaining equipment supplies inventories;
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
- Keep Administrative public workspaces clean, stocked, and organized, including the supply closets and the 4th-floor conference room;
- Greet guests and provide lobby coverage as necessary.
- Maintain Organization's Calendar

INTERNAL EVENTS

- Work with Executive Director and Development Team on internal events, including staff meetings, board meetings, and volunteer days.
- Oversees implementation of all event details, including, but not limited to, meeting room assignment, room set-up, media, food, materials, and technology.

QUALIFICATIONS:

- Good time management, prioritization, and multitasking abilities;
- Effective communication, including speaking, writing, and active listening skills;
- Great problem-solving skills;
- Technologically savvy and able to learn new programs quickly; skilled in database management, Google Docs, and Microsoft Office Products-Word, Excel, PowerPoint, and Outlook;
- Ability to maintain confidentiality;
- Ability to interact professionally with all levels of internal and external stakeholders;
- Ability to anticipate needs and respond quickly;
- Excellent organizational skills and ability to meet deadlines;
- Prior experience and a desire to work in a fast-paced environment;
- Must possess critical thinking; problem-solving skills, and resourcefulness;
- Ability to work a flexible schedule, including some evenings;
- Associate degree or two years experience in a related office environment;
- Passion for inspiring all girls to be strong, smart, and bold.

Girls Inc. of Lynn is an equal-opportunity employer. Females, BIPOC, minorities, Veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check, including a CORI.

Qualified candidates may submit a letter of interest and resume to Deb Ansourlian, Executive Director, dansourlian@girlsinclynn.org.