



Operations Manager

Job Description

Women & Family Life Center (W&FLC) empowers women and families to face challenges and transitions in their lives with strength and confidence. Our Center offers women and families access to a strong network of support, education and community to make life transitions a time of positive change during a time of isolation, fear, and financial distress.

Women & Family Life Center seeks an experienced Operations Manager to support all aspects of Women & Family Life Center's operations. The Operations Manager provides administrative and logistical support for the overall facility, finances, programs and development. The Operations Manager reports to the Executive Director. This is a full-time salaried position with paid time off and retirement benefit.

Essential Responsibilities:

1. Basic bookkeeping: processing payments/fees/donations, tracking purchases, and preparing deposits.
2. Oversee the daily flow of programs, coordinating with volunteers, interns, staff and program facilitators to include, managing registration, attendance and other program records and entering data into the database.
3. Work with the Executive Director to manage and oversee administrative priorities, including human resources and facility maintenance schedule and maintain all internal spaces as needed, ensuring a clean, inviting environment with appropriate supplies.
4. Keep meticulous records within the data management system and execute data reports.
5. Track supplies needed for the Center and execute orders as needed.
6. Manage vendor relationships including: cleaning service, landscaping, computer and IT vendors, security, etc. and execute orders as needed.
7. Other duties as assigned.

Qualifications:

1. Bachelor's degree and minimum of 2 years of business administration experience or equivalent combination of education and related experience.
2. Excellent oral and written communication skills.
3. Experience with volunteer management and coordination.
4. Ability to develop and build positive relationships with people of all ages, as well as of diverse cultural and social backgrounds.
5. Experience with constituent relationship management systems.

6. Proactive, with an aptitude for solving problems with creativity and resourcefulness; ability to stay calm under pressure of deadlines.
7. Strong attention to detail and ability to multitask.
8. Proficiency with Microsoft Office Applications, Google Apps for Work, CRM databases, Quickbooks, and Google Drive.
9. Passion for working on behalf of women and families in need.

Substitutions Allowed – Applicants who do not meet the qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibility of this position.

Working Conditions

1. Primary work takes place in an office environment, though some activities take place in non-standard workplaces.
2. Regular evenings and weekends are required to participate in meetings and attend events.
3. Flexible work schedule is offered to accommodate evening and weekend schedule responsibilities.

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

COVID-19 considerations: Women & Family Life Center follows the CDC COVID-19 Guidelines.

To apply please email cover letter, resume, and 3 professional reference contacts to Jennifer Wenderoth-Holster, Executive Director at JWHolster@womenandfamilylife.org