



Job Title	Operations Manager
Reports to	Assistant Executive Director
Location	Brooklyn, NY
Status	Full-time
FLSA Status (OT eligibility)	Exempt

GIRLS FOR GENDER EQUITY

Girls for Gender Equity (GGE) is an intergenerational, advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces -- racism, sexism, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of girls and young women of color.

Since 2002, GGE has established a dual approach to community-based advocacy and direct service that develops youth leadership and strengthens resources within the communities we serve through our three core programs – the Sisters in Strength Youth Organizing, Urban Leaders Academy middle school program, the Young Women’s Advisory Council. Within our approach, GGE targets New York City public schools based in underserved communities of color as sites to mobilize and collectively work toward gender, race and class equity. GGE also works within a participatory governance process to center the needs of cis, trans and gender nonconforming young women of color locally and nationally

We are seeking a full-time **Operations Manager** who firmly believes in feminist/womanist theory to join our administrative team. Working closely with and reporting to GGE’s Assistant Executive Director and Executive Director, this position's primary responsibility is ensuring organizational effectiveness by managing and coordinating the organization's administration, finance, human resources and information technology functions.

Duties and Responsibilities

- Handle all day-to-day operations of a small office – assist public via phone and email, handle agency mailings, maintain the physical presence and functionality of office.
- Implement standard operating procedures (SOP’s) and policy changes to improve operational efficiency.
- Communicate and facilitate human resources policies, employee benefits and practices with team members and interns.
- Manage, distribute and track petty cash expenditures.
- Maintain media contact list.
- Foster a positive, engaged and inclusive office culture; create and distribute a regular internal staff communication newsletter to share information and best practices.
- Supports the development of agency budget in coordination with the Assistant Executive Director and Executive Director.
- Coordinates the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Work with development team to maintain development and accounting tracking system FundEZ



Office Services

- Organize office operations and procedures
- Serves as liaison with all operations-focused external vendors and consultants

Human Resources

- Provide guidance and serve as point of contact for all human resources activities
- Facilitates onboarding of new team members: staff, fellows and interns

Office Records

- Coordinate physical and electronic filing systems
- Define procedures for record retention

Office Efficiency

- Plan and implement office systems, layout and equipment procurement
- Anticipate, maintain and replenish office supplies and inventory

Core Competencies

- Committed to GGE's organizational mission.
- Must communicate a strong gender, race, class and sex intersectional analysis.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Strong strategic communication, writing and editing skills.
- Skillful communicator – effectively handle inquiries from broad range of constituents; diplomatic, friendly and people-focused.
- Well versed in technology
- Great at communicating effectively, including the ability to assess technical needs, prioritize, plan and make thoughtful recommendations.
- **One or more years of experience overseeing and supporting a Microsoft Windows Environment and practical understanding of all related software programs and applications.**
- Very organized and able to work independently.
- Highly proactive. Strong problem assessment skills.
- Ability to maintain confidentiality and discretion in handling and processing confidential information and data.
- Excellent organizational and problem-solving skills and the capacity to work under pressure and meet deadlines.
- High level of interpersonal and communication skills to handle sensitive and confidential situations.
- Excellent interpersonal skills and a collaborative management style.
- Excellent manager of people and resources.
- Strong follow-through and attention to detail, with organizational and project planning skills.
- Must be willing to work overtime as requested.

Education

- Bachelor's degree, or equivalent.

**Experience:**

- A minimum of three years professional experience in the administration/operations function in a fast-paced environment, preferably in a nonprofit organization.
- Direct experience in finance/accounting, human resources, information technology, facilities management and business principles and procedures.
- Advanced-level proficiency and solid experience in a variety of computer software applications (MS Office – especially Outlook, Word, Excel, PowerPoint).
- Direct experience handling content management for website, blogs, social media and databases.
- Physically able to lift minimum 25 pounds.

Compensation and Benefits: Compensation is competitive and commensurate with experience including full health care benefits and paid vacation.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>

How to Apply:

For employment consideration, the optimal way to contact us is via e-mail. We have engaged Héctor Cariño at People Architects Group, LLC to manage this search.

All applications must include:

- Applications must include (all in PDF format):
 - Resume
 - Thoughtful cover letter (including how you became aware of this opportunity: *job portal, referral, etc.*)
 - Desired salary range
- **All applications will be received via email. No phone calls or snail mail.** E-mail applications to: hector@peoplearchitectsgroup.com
- Subject Line: Operations Manager/YOUR NAME

Application deadline is Tuesday, September 13, 2016 at 5:00pm, EDT