



THE GEORGETOWN PROJECT
Leaders In Youth Development Since 1997

Our Vision:

Georgetown is a community where no child is hungry, hurt, alone or rejected, and where all children and youth believe they are loved, respected, and treated with dignity.

Our Mission:

Identify needs and develop resources, relationships, and services so that our youth become caring, capable, and resilient young adults.

POSITION DESCRIPTION

Job Title: Administrative Operations Manager
Reports to: Chief Executive Officer
Schedule: 32 Avg Hours Per Week, Full-Time/Exempt
Salary Range: \$36,000-\$40,000 (Commensurate with Experience)
PTO, Retirement After Vesting Period

Resume & 3 References to: Leslie Janca, Chief Executive Officer
leslie@georgetownproject.org
Please write Operations Manager in subject line.

Job Purpose and Scope:

- ◆ Responsible for managing daily administrative operations for a broad-based community non-profit and assisting the Chief Executive Officer in working with the Board of Directors and Community Partnerships as needed. The ideal individual will exercise good judgement in a variety of situations and enjoy working in a team environment that is youth focused, mission-driven and community oriented.

Qualifications and Skills Requirements:

- ◆ College Degree, plus five years of experience in an administrative/executive support or office management position preferred. Excellent related experience may be substituted for Degree.
- ◆ Familiarity with the nonprofit sector.
- ◆ Excellent interpersonal skills.
- ◆ Strong verbal and written communication skills.
- ◆ Mastery of Microsoft Office Suite, Internet, Email, Zoom, DocuSign, and other software.
- ◆ Detail oriented with strong organizational and time management skills.
- ◆ Ability to work independently and balance multiple priorities in a fast-paced environment.
- ◆ Ability to handle confidential matters with discretion.
- ◆ Experience in organizing meetings and events.
- ◆ Background or familiarity with fundraising/donor relations beneficial.
- ◆ Background or familiarity with marketing, social media and website platforms a plus.

Major Responsibilities:

- ◆ Assist CEO in managing day-to-day operations of the organization.
- ◆ Assist CEO with logistics for board and staff meetings, community convenings, and other events.
- ◆ Attend monthly Board of Directors meetings and prepare official minutes for approval/editing.
- ◆ Support CEO with hiring and onboarding processes.
- ◆ Support CEO with development of marketing materials for events, social media and website
- ◆ Support CEO with donor relations.
- ◆ Support CEO with facilities management.
- ◆ Greet visitors and answer phones at the home office. Make referrals to other community resources.
- ◆ Maintains office supplies and works with vendors to ensure office equipment operates efficiently.
- ◆ Processes incoming and outgoing mail.
- ◆ Other duties as assigned by the CEO.

Working Relationships:

- ◆ Must care about the healthy development of young people.
- ◆ Must be comfortable with a team-oriented staff that values collaboration, innovation, and a good sense of humor.
- ◆ Must be comfortable with a high level of interaction with board members, non-profit partners, community agencies and organizations, schools, businesses, volunteers, youth, and other supporters throughout the community.
- ◆ Must be comfortable working with people from diverse cultural backgrounds.
- ◆ Must demonstrate behavior that is professional, ethical, respectful, and responsible in all settings.
- ◆ Must demonstrate excellent communication and customer service skills.

The Georgetown Project is an equal opportunity employer that values diversity. We encourage candidates from all backgrounds to apply. A background check will be required before hiring.