

Operations Assistant – Job Description

Job Title: Operations Assistant
Reports To: Operations Manager
Approved: 1/18/2019
Starting Date: for immediate hire

Summary

Playing for Others (PFO) is a vibrant, creative, intentional, laughter-filled organization that provides a safe space for teens to ask and answer the questions, “Who Am I?” and “How will I give of that?”. Personal Development / Leadership training, Service, and the Arts weave together to cultivate the next generation of innovative leaders, philanthropists, and compassionate human beings. Our staff members seek to continually answer the core questions themselves, and at the same time aren’t afraid to break out into a dance party. In alignment with what we teach our teens, we know when to work and when to play, and are rooted in the “4 As”; Attitude of Gratitude, Acceptance, Accountability, and Action.

The ideal candidate must have a deep appreciation for teenagers, personal development in their own lives, service, and the arts. The candidate must be comfortable working both independently at times and as a team with other vibrant creative individuals (who also aren’t afraid to occasionally break out into song).

The Operations Assistant works to oversee logistical coordination of ongoing initiatives/operations and events/projects identified by the Executive Director and Operations Manager with an independent and self-motivated work style, ensuring the highest level of professionalism in product and experience for PFO constituents. An eye for detail, excellent time management skills and a knack for taking initiative and problem-solving are vital to success in this role.

Essential Role Components

Facilities Oversight/Office Operations to include

- Supply ordering and inventory management, record keeping, liaison with facility services
- Oversight of office cleanliness, order and presentability for internal and external constituents and guests

Financial Process Support to include

- Management of financial deposits, invoicing, program fees collection and management
- Budget tracking, both income and expense
- Contract and vendor management

Relationship Support to include

- Comprehensive communication and support for PFO parents and families

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Project Operations to include

- Creation and execution of project plans - oversee budgetary guidelines; cost-effectively manage resources; ensure that project timeline is met, both by self and other staff resources
- Examples of projects include mailings, internal events, and retreats

Event Operations to include

- Execution of responsibilities, to include:
 - printing, technical coordination, supply prep and packing, creation of slides/videos, manage load-out and ensure timely unpacking of event materials, manage event follow-up

Merchandise / Fulfillment Operations to include

- Maintain merchandise inventory records and fulfill orders as needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge:

- Associate's degree required, bachelor's degree preferred
- Experience in office operations, event coordination, and/or financial operations a plus

Skills:

- Strong oral and written communication skills
- Ability to collaborate effectively with colleagues
- Self-directed, motivated, and organized
- Attention to detail, including thorough follow up and follow through
- Proficient in Mac work environment, Google Drive apps, and Microsoft Office suite
- High proficiency with spreadsheet use and management preferred

Ability:

- Must be able to spend the majority of time sitting, speaking, listening, and/or writing
- Must be able to lift 40 pounds

Salary

- \$28,000-33,000

To Apply

Please send cover letter and resume to hire@playingforothers.org.