



Project Citizenship
Operations Manager (Part Time) Job Description

Opportunity:

The Operations Manager works as part of a dynamic, productive and energetic team working to increase naturalization rates in Boston and beyond. The Operations Manager reports directly to the Executive Director. This is a part-time position.

Project Citizenship provides direct services to immigrants with a core team of staff members and more than 1,000 active volunteers. The Operations Manager will oversee the administration of Human Resources procedures and protocols, finance, budgets, bookkeeping, donation tracking, as well as coordinate other operations functions including tech support and inventory.

Operations and Administration:

The Operations Manager is a key member of the executive team that assists with fundraising strategies, works directly with the accounts to ensure accurate bookkeeping and budgets, and participates in financial discussions, planning and decisions.

Finance:

- Monthly bookkeeping, payment of all bills, produce monthly reports for review by the Executive Director, Finance Committee and Board
- Review and collaborate with Executive Director to prep budgets and other finance documents for board and other external requests
- Lead the annual audit management questionnaire, collect and prep all required documents
- Reviewing and approving equipment needs
- Manage relationships with third party vendors to secure permits, coordinate audits and compliance with grants
- Develop and maintain systems to improve tracking grant restrictions, budgets and fund allocation for all grants and government contracts

HR:

- Biweekly payroll, approve timesheets, liaise with payroll to process

- Coordinate all new hire paperwork, benefits enrollment
- Collaborate with Executive Director on all HR decisions and ensuring compliance
- Assist Executive Director in recruitment, interview and onboarding of new staff.

Fundraising:

- Oversight of donation tracking from a bookkeeping perspective. Maintain accurate records in Salesforce, review input of Development team
- Liaise with Client Services staff to ensure that grant activities are accurately being tracked for grant reports

IT:

- Oversee all maintenance and upkeep of IT hardware and software for the office
- Manage relationships with third party consultants to maintain IT needs, website management and accounting needs of the organization.

Operations:

- Oversee inventory and purchasing for the office to maintain supplies and functioning of the office
- Liaise with building manager and other facilities staff to maintain a well-kept office
- Perform other tasks as needed

Qualifications Desired:

1. Detail-oriented, responsible, energetic, self-directed.
2. Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, prioritize, problem solve, and meet deadlines.
3. Strong computer skills (Microsoft Suite) and facility with the internet.
4. Knowledge of QuickBooks.
5. Familiarity with a wide range of financial transactions.
6. Excellent writing and communication skills.
7. Experience with nonprofit organizations, experience with Salesforce is a plus.
8. High degree of personal and professional integrity.

Project Citizenship is an Equal Opportunity Employer/Affirmative Action with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.