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| **Job title** | Director of Operations |
| **Reports to** | Executive Director |

**Position Description:**

* Seeking an individual responsible for the day-to-day operations of the organization ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office.

**Roles and Responsibilities:**

* Manage the office to ensure effective telephone and mail communications both internally and externally and maintain a professional image.
* Perform interoffice bookkeeping functions.
* Process income, expenses, bank deposits.
* Create email and social marketing communications.
* Coordinate production of brochures, flyers, etc.
* Schedule meetings with staff as needed.
* Maintain office equipment including computers, copier, fax, telephones, etc.
* Maintain and replenish inventory and office supplies.
* Assist with preparing documents for Board meetings, trainings, and other meetings.
* Assist with securing locations for conferences, trainings, and special events.
* Assist with coordinating volunteers and vendors for special events.
* Maintain weekly work schedule for Residential Support Staff/Kitchen Manager.
* Maintain Statistical records, shelter logs, staff logs, and any additional documents pertaining to the program operations.
* Assist the Executive Director, Board and other staff with miscellaneous projects as requested.

**Minimum Qualifications:**

Qualifications include:

* Education - BS/BA degree in Business Administration, Human Resources, Social Studies or relevant field.
* Skills - Knowledge of all Microsoft Programs, Strong administrative and organizational skills. Demonstrated bookkeeping/accounting competence. Strong communication skills.
* Abilities - Ability to multi-task, work independently, and meet deadlines. Strong attention to detail.
* Other characteristics such as personal characteristics - Commitment to continuous improvement. Practice effective team behavior and demonstrate effective interpersonal relationships.
* Experience - 2+ years in office management with similar responsibilities described above.

**Job Type:**

Full Time.

**Salary**

Based upon experience.

**Direct reports**

Residential Support Staff

Kitchen Manager

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| **Approved by:** | *Kathy Suber* |
| **Date approved:** | *January 1, 2020* |
| **Reviewed:** | *January 1, 2020* |

Mail Resumes to:

 Place To Prosper, Inc.

 P.O. Box 1451

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