



Operations Associate

Overview of HOME WORKS!

Since 2004, HOME WORKS! has improved the educational outcomes of thousands of students. Our holistic program builds partnerships between school and home to engage parents, support teachers, and transform schools. Learn more about us by visiting our website at www.teacherhomevisit.org.

Position Overview

We seek a highly organized, detail-oriented, tech-savvy person to support our administrative, development, and program operations. This high impact position has the opportunity to benefit our entire organization and take on added and more complex responsibilities as skills develop.

Primary Responsibilities

- Manage external vendor relationships including but not limited to information technology, payroll processing, employee benefits, business insurance, website maintenance, printing, and supplies
- Collect and maintain appropriate tax and contract documentation for teachers and other contractors
- Coordinate annual audit with external audit firm, external accounting firm, and internal leadership team to ensure all parties have the documentation they need on-time as requested through an online portal system
- Monitor office supply inventory and maintain stock at preset levels through appropriate and timely ordering
- Process all incoming donor gifts, including data entry, thank you letters, bank deposits, and uploading of all required documentation into a google folder
- Maintain four organizational websites including HOME WORKS! public site, staff site, board site, and teacher resource portal
- Prepare reports as needed for tax credit administration
- Prepare annual appeal and donor mailing lists for review by Director of Development, execute mail merge, and prepare envelopes for mailing
- Maintain physical office filing system in accordance with document retention policy
- Organize and oversee Google Suite which operates as our organizational server, email, and calendars
- Ensure Operations and Standard Operating Procedures Manuals remains current
- Ensure program team has all necessary supplies as requested
- Monitor general email inbox and office phone
- Other duties as assigned by leadership team

Competencies

- A passion for the mission of HOME WORKS! and belief in the importance of equity in education
- Highly organized with ability to prioritize tasks and meet deadlines with minimal direct supervision
- Very comfortable using technology in an office setting with a strong knowledge of Google Suite, Excel, PowerPoint, Word (including mail merge function);
- Experience with Constant Contact and Survey Monkey a plus
- Ability to work both independently and as part of a team
- Ability to handle sensitive information with a high degree of integrity and confidentiality
- Ability to lift and move at least 25 pounds

Position Specifications

This is a full-time, non-exempt position, reporting to the CEO while supporting the Director of Program Operations and Director of Development, with a pay range of \$20-\$24/hour. Benefits include employer sponsored health, dental, vision, and life insurance, IRA match, earned time off, 9 paid holidays, and a hybrid work environment with the option to work from home two days per week.

Application

HOME WORKS! is committed to creating a diverse and inclusive company culture and does not discriminate on the basis of disability, sex, sexual orientation, gender identity, race, ethnicity, socio-economic background, religion, national origin, age, veteran status, or any other protected class. To apply, please send a thoughtful cover letter and resume to resumes@teacherhomevisit.org.