



## **PASDA Program Operations Associate**

### **About PASA**

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer and other OST learning opportunities for all the youth of Providence. PASA does this by operating a system of public-private partnerships that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on the PASA, go to [www.mypasa.org](http://www.mypasa.org).

### **Major Roles and Responsibilities**

PASA is seeking a part-time, 15 – 20 hour per week Program Operations Associate to play in integral role on PASA's program operations and finance team. This role requires the ability to prioritize activities and projects while working in a fast-paced, team-oriented environment. The Program Operations Associate will report directly to PASA's Chief Financial Officer.

#### **System Operations**

- Work closely with the HR and Office Manager to centralize paperwork for program vendors, including contracts, background checks and other essential documents
- Perform administrative tasks related to the effective operation of PASA's programmatic initiatives including organizing program schedules, supplies and materials; inventory; emergency reporting and record keeping; and other logistics
- Ensure facility agreements, permits and other contracts are renewed for PASA's programmatic initiatives
- Produce and distribute recruitment and registration materials, both printed and electronic, for PASA's programmatic initiatives
- Prepare payables and invoices for programming related expenses
- Collaborate with the HR & Office Manager to organize supplies and storage areas

#### **Program Implementation & Management**

- Perform periodic event related administrative tasks, including general meeting support, space scheduling, securing food and supplies, expense tracking
- Work with PASA's senior team to oversee and support the program procurement process
- Monitor contracts for PASA initiatives and ensure timely payment of services
- Provide administrative and logistical support to PASA's programing initiatives
- Assist with other special projects related to Operations and Human Resources

#### **Required Qualifications**

- Bachelor's degree or 2 years equivalent professional work experience



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- Attention to detail and ability to work in compliance with industry regulations and standards
- Ability to write effectively
- Ability to communicate with a wide range of audiences including staff, vendors, community members and government partners
- Flexibility to handle multiple priorities in a fast paced environment
- Strong computer skills: Microsoft Office, Google Suite and database systems
- Familiarity with faxing, scanning, copying and filing systems
- Friendly and motivated to provide excellent support for internal staff and external partners

### **Desired Qualifications**

- Experience working in non-profit sector
- Working knowledge of Providence non-profit community
- Fluency in Spanish

### **Remuneration**

The position pays an hourly rate of \$ 14 – 17 an hour commensurate with experience.

**To apply for the position**, please submit a current resume along with cover letter to:

Eric Collins  
Providence After School Alliance  
[hr@mypasa.org](mailto:hr@mypasa.org)

### **PASA is an Equal Opportunity Employer**

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.