



BUSINESS OPERATIONS MANAGER

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 out-of-school time (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.

Job Description

The Business Operations Manager position is an opportunity to work cross organizationally to help move the mission of PASA forward. With primary responsibilities falling within the human resources and finance functions of the organization, the position also works closely with PASA's programmatic and development departments. The Business Operations Manager's work is essential to PASA and ultimately results in a positive impact for the thousands of Providence youth who take advantage of PASA's out of school time offerings.

Responsibilities

- Facilitate efficient office management, including maintenance of records and filing systems, mail, technology, and PASA's office space
- Facilitate recruitment for all open staff positions and support new hires with paperwork and benefits enrollment
- Oversee the organization's overall human resources functions
- Manage routine financial operations including invoicing, purchasing, and company credit card administration
- Manage all aspects of staff payroll

Attributes

PASA embodies an ethos of continuous quality improvement and is committed to offering an equitable, inclusive, and just working environment for staff and partners and program experience for youth and families. We seek staff with the following attributes:

- Friendly, outgoing, and community-minded
- Commitment to advancing diversity, belonging, inclusion and equity in the workplace
- Ability to simultaneously juggle multiple schedules, timelines and deadlines and work in a high speed environment
- Take-charge personality with the motivation to work independently and collaboratively



- Comfort in interacting with internal and external constituencies including PASA staff, providers, Board of Directors, donors, youth and their families
- Ability to thrive in a non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

Qualifications

- Experience with operations and/or human resources functions of an organization, ideally in an education or nonprofit environment
- Familiarity with financial affairs
- Experience leading a hiring process
- Experience maintaining a high level of confidentiality and sensitivity around human resources issues and organizational knowledge
- Experience working with vendors
- Demonstrated proficiency with Microsoft Office Suite and Google Workspace
- Bachelor's degree or equivalent work experience
- Understanding of benefits management preferred
- Fluency in Spanish preferred, other languages are welcomed

Remuneration

The salary range is the low to mid \$40Ks plus benefits, depending upon experience.

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

Eric Collins
Providence After School Alliance
81 Carpenter Street
Providence, RI 02903
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.