



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 executive 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

The Business Operations Manager responsibilities bring together a combination of finance, human resources, executive and office management and include:

- Business vendor relations management, including but not limited to phones, security, IT, and the employee assistance program
- Efficient office management, including maintenance of records and filing systems, mail, technology, supplies, and PASA's office space
- Routine financial operations including invoicing, purchasing, and company credit card administration
- Payroll processing
- Overall human resources functions, including compliance with federal and state laws (with guidance from PASA's HR Consultant), tracking of employee time off, and collaboration with the senior team on culture building activities
- Recruitment for open staff positions and support of new hires with paperwork, benefits enrollment, and business operations orientation
- Collaboration with the Executive Director to schedule, prepare, and execute board meetings

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



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- Ability to simultaneously juggle multiple schedules, timelines and deadlines and work in a high speed environment
- Keen eye for detail
- Strong computer skills, with a working knowledge of Microsoft applications and Google Suite
- Discretion and the ability to put aside confidential knowledge when engaged in public interactions
- 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 supporting a hiring process
- Experience maintaining a high level of confidentiality and sensitivity around human resources issues and organizational knowledge
- Experience working with vendors
- 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 mid \$40Ks plus benefits, depending upon experience.

To apply for the position, please submit a cover letter and resume to:

Ann Durham
Providence After School Alliance
81 Carpenter Street
Providence, RI 02903
hr@mypasa.org

PASA is an equal opportunity employer and is fully committed to a culturally diverse staff to better serve our youth and community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply. 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.