



Position: Operations Manager
Salary Range: \$45,000 - \$55,000
Location: San Francisco, CA

ABOUT 826 NATIONAL

826 National amplifies the impact of our national network of youth writing and publishing centers, and the words of young authors. We serve as an international proof point for writing as a tool for young people to ignite and channel their creativity, explore identity, advocate for themselves and their community, and achieve academic and professional success.

Our National team is comprised of a group of highly collaborative, passionate professionals dedicated to supporting our growing network of chapters, championing our new online lesson resource (826 Digital), and bringing the words of our students and the importance of writing to a national stage.

826 has been voted one of the top 30 companies to work for by GOOD Magazine and our chapters are frequently recognized as the best places to volunteer by local media. There are approximately 140+ employees working across the 826 Network.

POSITION DESCRIPTION

The Operations Manager oversees the administrative operations of 826 National. This position is responsible for general operations including coordinating financial operations, insurance management, Board of Directors support, IT systems oversight, as well as office management.

This is a full-time exempt position at the National office in San Francisco. The Operations Manager reports to the Chief Executive Officer. At times, this position requires travel and out-of-hours work.

RESPONSIBILITIES

- Continually review and assess operations and procedures and implement improvements as needed in order to ensure highly effective organizational systems
- Manage office operations including reception, telephone and internet services, mail distribution, building management interface, postage and UPS services, and all office equipment, supplies, technology, property management and related vendor relationships
- Manage contract negotiations, including lease and office equipment and services.
- Assist with preparation for external and internal meetings and events including coordination of space, catering/meals, and providing attendees with details.
- Coordinate quarterly National board meetings including communications, material development and logistics.





- Lead efforts to maintain positive office culture through leading and planning staff recognition and celebrations and off-site activities
- Provide administrative support to CEO including working on special projects, as needed
- Manage and steward the 826 National intern program including hiring, training, and supervising interns
- Act as liaison to 826 National's accounting firm to provide monthly financial reporting and analysis of financial statements
- Work with accounting firm to provide timely and accurate monthly budget to actual statements to departmental budget managers
- Track and process invoices and reimbursements for staff and vendors

SKILLS AND QUALIFICATIONS

- Bachelor's degree required.
- A demonstrated passion for the mission, vision and values of 826 National.
- Ability to communicate and work effectively with diverse constituents.
- Ability to maintain a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish work objectives
- A strong team player with a positive attitude and ability to absorb and learn quickly
- Exceptional written and oral communication skills
- Strong organizational skills, project management skills, and attention to detail
- Comfortable adapting to change in a fast-paced environment; ability to undertake several tasks simultaneously and manage them effectively
- Proficiency in MS Office and GSuite
- Proficiency in Spanish preferred

Position is open until filled. Final compensation is commensurate with experience.

Benefits

Comprehensive benefits, including: medical, dental, vision care, and retirement, paid holidays, 15 days of annual vacation for the first two years of employment, with increases thereafter.

How to Apply

Please visit <https://826national.typeform.com/to/EjVikp> to complete an online application and submit a resume and detailed cover letter highlighting your interest and relevant experience.

826 National is an equal opportunity employer that seeks to hire those representative of the diverse communities we serve. 826 National hires without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

