**Job Announcement**

**Title: Program Operations Manager**

**Responsible to**: Deputy Director

**Why Work at Arts Corps?**

Arts Corps revolutionizes arts education by igniting the creative power of young people through culturally engaging learning experiences. We work toward a world where barriers to arts education no longer exist and all young people can creatively lead the transformation of schools, neighborhoods, and beyond.

Arts Corps is a nationally recognized youth arts education organization that works to address the race and income-based opportunity gap in access to arts education. Through participation in our arts integration, out-of-school arts and teen leadership programs, youth experience the transformative power of creativity and gain a deepened belief in their own capacity to learn, take risks, persist and achieve.

Arts Corps is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. This position has a strong center in racial and social justice, encouraging critical thinking and dialogue about how intersecting systems of oppression impact our work.

Arts Corps is committed to the personal and professional growth of its employees. We work hard to build a supportive, respectful and celebratory community among our staff, board and volunteers. We look forward to finding the next member of our extended Arts Corps family.

**Job Summary:**

Holds overall responsibility for program operational support including maintenance of shared master schedule, management of Salesforce records, administration of file sharing resources, faculty hiring and payroll support, supporting program evaluation, organizing inventory and supplies, making travel arrangements, supporting contract development, supporting program events, and providing other organizational support as needed.

**Key responsibilities:**

* Collaborate closely with team
* Prepare hiring paperwork for faculty
* Create and maintain shared master schedule with all classes and most current class information
* Create class record in Salesforce with class dates, session length, faculty, pay rates, etc.
* Maintain class record in Salesforce by updating with revised information in a timely manner
* Create and update faculty records in Salesforce
* Set up faculty as community users in Salesforce
* Train faculty on use of Salesforce portal for class information, attendance and timesheets
* Develop program partner contracts in collaboration with program staff
* Create and update partner records in Salesforce
* Support program managers as needed for faculty hiring process
* Support program managers as needed for faculty payroll approval process
* Process background checks for faculty
* Maintain faculty contact information in Salesforce database
* Maintain faculty personnel files
* Schedule evaluation activities in collaboration with program managers
* Manage file sharing resources for program staff in G-Suite and Common Files
* Manage inventory and supplies for program, including ordering supplies
* Develop and maintain faculty materials and resources such as Faculty Handbook
* Order food supplies for program events
* Make travel arrangements and manage travel records for program staff
* Scheduling, filing and other administrative duties as needed
* Support faculty communications
* Support Showcases, Festa, and other events as needed
* Other duties as assigned

**Qualifications**

* Bachelor of Arts preferred
* Two years of administrative experience
* Strong administrative skills
* Strong data management skills
* Well-organized with good interpersonal skills
* Passion for the arts
* Passion for serving youth
* Responsible, process oriented and detailed
* Thrives in multi-cultural social settings
* A self-starter, yet able to work under supervision
* Effective written and oral communication skills
* Ability to make sound decisions in a manner consistent with the essential job functions
* Ability to troubleshoot and problem-solve
* Proficiency in word processing, database, basic computer skills

We’re more passionate about working with phenomenal people than in lists of qualifications. If you want to work with us but don’t check all these boxes, that’s OK. We still want to hear from you.

Compensation: 32 hours/week; salary range: $32K to $36K depending on experience; generous benefits package includes medical, dental and vision, 13 paid holidays and 20 days of PTO annually.

To Apply: Send resume and cover letter to dd@artscorps.org by end of day on November 4, 2018, and write “Program Operations Manager” in the subject line.