



**Start Date:** December 2021

**Application Deadline:** Resumes will be reviewed on a rolling basis and the position will remain open until filled..

**Salary Range:** starts at \$50,000/year

### **How to Apply**

Send resumé and cover letter to [jobs@kidznotes.org](mailto:jobs@kidznotes.org). Cover letter should address the following:

1. Your own personal values relating to the Kidznotes mission and vision
2. Experience working in a small office or startup environment
3. Experience with nonprofit administration

### **ABOUT KIDZNOTES**

Kidznotes is a cultural catalyst that provides access to joy through music, working in partnership with public schools to honor diversity, embrace collaboration, and empower excellence in the daily lives of our students. An El Sistema inspired program, Kidznotes creates music that energizes limitless social change through a thriving, diverse network of children, families, and community partners. Our core values are diversity, rigor, collaboration, empowerment, and JOY. We truly believe that, with universal access, the power of music can change the world. At Kidznotes, we are JOY MACHINES!

### **Program Objectives**

- To encourage children's participation in music training and to improve their musical performance abilities
- To foster the development of children's social behavior and values which contribute to success at school and in society
- To support the development of children's school readiness and academic achievement.
- To encourage children's positive decision-making
- To promote parents' engagement in program and community activities.

### **POSITION SUMMARY**

We are seeking an **Operations Manager** who will be responsible for all operational aspects of Kidznotes administration. The Operations Manager acts as the Administrative center of expertise, ensuring that Kidznotes operations run smoothly and meet operational obligations.

### **Primary Responsibilities:**

- Acts as administrative interface for Development, Programming, and Executive Director
- Create and maintain operational infrastructure and standard operating procedures
- Grants administrative and management support
- Facilities and office management
- Vendor management
- Accounting: Monthly/quarterly/annual reconciliation and partner with external accounting and bookkeeping
- Liability, Health Insurance management



- Administration of nonprofit licenses and compliance documentation (e.g., solicitation license)
- Management of contracts and memoranda of understanding/agreement (MOU/MOA) for community partnerships and school districts
- Administrative console for login details (email and cloud-based application management and security)
- Organization-wide calendar management
- HR administrative duties including:
  - Timely and accurate communication with employees
  - Creating and maintaining job descriptions
  - Job Posting and administrative recruiting assistance
  - Benefits management/enrollment/administration
  - On- and off-boarding of employees
  - Management of sensitive employee records
  - Consultation with HR and Legal expertise for employee relations and performance management matters
  - Unemployment insurance claims
- Logistical and preparation support for Board and Staff meetings

#### The Ideal Operations Manager for Kidznotes:

- *Process-Oriented* - knows how to develop, maintain and communicate administrative processes while meeting operational deadlines
- *Solution-Oriented* - identifies, investigates and proactively addresses issues and problems efficiently and effectively
- *Thought Partnership* - Ownership of Kidznotes's administrative responsibilities; requires little supervision, utilizes smart judgment to take decisive action; independent work process with collaborative mindset to support Executive Director
- *Strong Communication* - interfaces with a wide variety of stakeholders including vendors, employees and team members, board members, Accounting, donors, facilities management
- *Nonprofit expertise and experience* - knowledge, confidence, experience with nonprofit compliance and documentation requirements
- *Financial Administration* - comfortable with general accounting and bookkeeping to effectively interface with bookkeeping and accounting contractors
- *HR Administration* - organizes and handles online and hard copy employee confidential records with sensitivity and tact

#### **POSITION REQUIREMENTS**

##### Required Qualifications

- 2 or more years office experience; nonprofit office experience strongly preferred
- 1 or more years experience developing and maintaining standard operating procedures and operational work processes
- Experience with Quickbooks or similar Accounts Payable software experience
- Experience with group administration of liability insurance
- Experience with small group health and welfare benefits administration
- Ability to make quick, independent decisions and operate in a fast-paced startup-like environment



## **Operations Manager**

- Familiarity with Google Workspace (G-Suite), Dropbox and similar online/cloud-based collaboration tools
- Excellent written and verbal communication skills
- Ability to flex communication style to address multiple cultural environments

### Preferred Qualifications

- Previous experience in organizations focusing on children's or arts education programming
- Bilingual written and oral proficiency in English and Spanish
- Commitment to El Sistema's philosophy of social change through music and the mission of Kidznotes.