

October 27, 2022



## **JOB POSTING FOR ENVIRONMENTAL LEARNING FOR KIDS**

### **Manager, Administration and Operations**

**Location:** Flexible workplace and Work from home options available

**Status:** Regular Fulltime

**Reports To:** Executive Director

**Salary:** This is a full-time position with an annual salary of \$55,000 to 62,000.00 per year plus benefits described below.

#### **To Apply**

Please email a cover letter, resume, and three references to Juan Pérez Sáez, [jperezsaez@elkkids.org](mailto:jperezsaez@elkkids.org). Applications are accepted on a rolling basis. We encourage applications **before November 15, 2022**, job post will be open until filled.

#### **Background**

ELK (Environmental Learning for Kids) is an inclusive non-profit organization that develops inspired and responsible leaders through science education and outdoor experiences for underserved, urban youth ages 5-25. ELK Inspires youth to have high expectations of themselves by exposing them to the outdoors and engaging them in service-learning projects. For many of the youth ELK serves, it's their first experience with the outdoors. ELK Educates youth through science and environmental education embedded in all programs and activities to further students' understanding and attitudes toward science, the outdoors, their communities, college, and careers. ELK transforms youth by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and employment opportunities.

#### **Job Summary**

The Manager, Administration and Operations maximizes the effectiveness and smooth functioning of the organization through comprehensive administrative support and overall financial oversight of a complex non-profit organization, interfacing with others both internally and externally. This position is directly related to the general business operations and is critical to running all aspects of the organization, working closely with ELK's leadership, staff, and Board of Directors to increase the effectiveness of organizational policies and processes, and to ensure the financial sustainability of the organization through budgeting, fiscal responsibility, and fundraising. Areas of functional expertise include: financial management, budgeting, data management and database administration, human resources support, process management, operations support, and other duties as assigned.

Occasional evening and weekend work is required in meeting position responsibilities.

#### **Major Duties and Responsibilities**

##### **Administration and Office Management – 90% of employee's time (100% General Admin)**

- Manages and organizes general office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Oversees Human Resources function, including but not limited to payroll, hiring, orientation, benefits administration.
- Proactively works to maintain a positive and inclusive workplace.
- Proactively plans for organization's IT needs and oversees outside vendors and volunteers for larger projects.

- Serves as database administrator for organization-wide databases.
- Oversees accounting processes and monthly closing process including review of outside Accountant's work.
- Serves as internal contact for annual audit and 990 preparation.
- Facilitates and manages the annual budget creation process and audit process.
- Performs Grant Management process including grant spending tracking, billing, and reporting.
- Maintains comprehensive filing system for the organization, including legal and employee matters.

**Other Duties – 10% of employee's time (100% Programs)**

- Provides direct support to program staff as needed.
- Performs other duties as assigned.

**Required Qualifications**

- Bachelor's degree in Business Administration, Finance, or Accounting preferred or equivalent work experience.
- *2+ years' experience* in finance and/or operations. Preferred candidates with at least at least 1+ year of accounting experience.
- Prior experience working with nonprofit Board of Directors.
- Experience successfully completing projects with minimal oversight.
- Must have high level of attention to detail, flexible work style, and be very self-motivated.
- Must be mission driven with professional and/or personal experience with ELK's mission of cultivating a passion in science, leadership, and service in a diverse community of learners.

**Knowledge, Skills & Abilities:**

- Knowledge of standard office practices and procedures.
- Strong interpersonal and communications skills to be able to communicate effectively with diverse groups of people and partners including knowledge and skills in business English, grammatical construction, spelling, punctuation, arithmetic, and vocabulary.
- Strong Microsoft Excel experience with spreadsheet design, formatting, and use of functions/formulas.
- Familiarity with Generally Accepted Accounting Principles (GAAP) including bookkeeping, financial statements and budget preparation, analysis and tracking using QuickBooks.
- Excellent organization, scheduling, multi-tasking, and problem-solving skills.
- Must be able to anticipate and plan for needed steps to meet deadlines.
- Resourceful and able to work independently with minimal direction and supervision.
- High level of professionalism, discretion, and commitment to maintain confidentiality.
- Ability to develop good team relationships with coworkers, Board, and key stakeholder groups.
- Ability to learn quickly and function effectively in fast-paced and time-sensitive environment.
- Interest in ELK's mission and learning more about science and natural resources of Colorado through ELK's educational programs; enjoy spending some time with children/youth.
- Experience building genuine relationships with a racially diverse, multicultural team.
- Understand the importance of incorporating values of diversity, equity, justice, and inclusion into their work.
- Ability to work in open- concept office environment.
- Bilingual English and Spanish a plus, but not required.

CBI/FBI Background check required.

**Benefits:**

- Subsidized Medical, Dental, Vision, insurance for the employee
- Optional participation in Flexible Spending Account
- Optional participation in group retirement plan with discretionary match
- Generous Vacation, Sick, and Personal leave