



Administrative Operations Manager

Springboard Collaborative

About the opportunity:

Springboard Collaborative invites talented and passionate candidates to apply for the position of Administrative Operations Manager. The Administrative Operations Manager will be primarily responsible for the smooth administration of operations. The Administrative Operations Manager will support the design and execution of comprehensive, streamlined operational processes. Work will include coordination and oversight of programmatic supply chains, timelines, staff development logistics, and seasonal human resources process. The successful candidate will be a hands-on and participative multi-tasker with the willingness to work with materials, systems, and people in a fast-paced, service-oriented environment.

The Administrative Operations Manager will report to the Chief Strategy Officer and work closely with the National Program Director and CEO. This is a tremendous opportunity to support an entrepreneurial team in maximizing the impact of a rapidly growing, high-performing organization.

Responsibilities:

Procurement and Supply Chain Management:

- Support vendor contracts to ensure timely procurement of materials
- Coordinate translation of program materials; manage contractual relationships with translators
- Manage and track movement of goods from vendors to Springboard stakeholders at school sites and/or warehouse space
- Ship documents and materials as needed
- Communicate proactively with the National Program Director and Regional Program Directors so all needs are transparent
- Create and oversee inventory management system and inventory records
- Draft and revise all warehouse and materials procedures and protocol

Seasonal HR Support:

- Assist in recruitment of seasonal staff roles on national job boards
- Manage and document hiring, on-boarding, and systems set-up process for all candidates/hires
- Assist with payroll setup and approve seasonal staff pay
- Set up reimbursement for seasonal staff; approve and track seasonal expenses
- Provide seasonal staff with regular budget reports of their relevant budgets

Finance and Administrative Support:

- Track and manage renewals of digital accounts, including licensing
- Ensure bills are paid on time; process bills for signatures and payment; contract billing departments when there are issues

- Ensure Springboard information is up to date on all vendor accounts and all bills
- Manage contracts for part-time employee work and independent contractor consultants
- Manage office contracts, including copier, Internet, and IT

Required skills, qualifications, and characteristics:

- Minimum of a B.A.
- At least 1 year of overall professional experience, including significant experience working in basic computer applications (word, excel, google suite)
- Attentiveness: attention to detail; careful and thorough
- Communication: Ability to communicate effectively verbally and in writing
- Problem solving skills: Sound decision-making; a successful track record of appropriately setting priorities
- Relationship-building skills: An ability to negotiate and to work with a variety of internal and external stakeholders
- Commitment to excellence: Willingness to double-check work and to actively seek ways to improve work

While this description is meant to provide a comprehensive overview of the responsibilities of the Administrative Operations Assistant, we are seeking candidates who demonstrate flexibility and can adapt to evolving needs of our organization.

Compensation:

Springboard Collaborative will offer salary and benefits commensurate with experience.

To Apply

Send a resume and brief cover letter describing your interest to info@springboardcollaborative.org.

