



**IRONBOUND COMMUNITY CORPORATION**  
Job Description Form

Program Name:	Early learning Center		
Job Location:	1 New York Avenue		
Job Title:	Operations Manager		
Reports to:	Grace Blanco/Jane Mellow	Title:	Center Director/EHS Director

Hours: _40_ p/wk	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: Looking for self-starter, initiator, outgoing friendly, caring individual. Someone with dedication and who is willing to make a difference in the lives of infants, toddlers, preschoolers and their families.
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**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 51-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Under the direct supervision of the Center Director, performs a variety of administrative functions and finance services for Early Childhood Programs administrative staff from routine matters to those requiring specific computer, clerical, mathematical and statistical skills.

**ROLES AND RESPONSIBILITIES**

- Provide assistance to the Director in overseeing the implementation of the program
- Provide administrative support to site directors
- Organize and maintain files and records for staff (credentials, physicals, trainings) , volunteers, interns including hiring packages
- Organize and maintain files and records for dept. of licensing, and state and federal reviews.
- Responsible for reconcile paid fees and PFP fees
- Supervise the general maintenance of the facility, program and equipment and is in charge of ordering and distributing new supplies
- Responsible for securing postage, daily posting of letters and/or packages, and interagency mailing.
- Prepare Payroll worksheets, purchase orders, check requests. Follow spending plan designed by the CFO
- Attend job related trainings and meetings as needed.
- Assist Director to manage after school program
- Supervise volunteers in clerical, data entry and other miscellaneous assigned office duties
- Maintain Confidentiality

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- AA. Degree,
- Minimum 5 years' experience.

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<ul style="list-style-type: none"><li>• Strong leadership and communication skills.</li><li>• Public relations, interpersonal and administrative skills.</li><li>• Computer and data management skills necessary;</li><li>• Strong computer literacy using Windows, Microsoft Office, Excel, Internet and Email.</li><li>• Excellent oral and written communication skills.</li><li>• Excellent interpersonal skills.</li><li>• Preferred Bi-lingual (English/Spanish or English/Portuguese)</li></ul>			
<p><b>ICC is an Equal Opportunity Employer</b> and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.</p> <p>If interested, please send a resume and cover letter to <a href="mailto: hiring@ironboundcc.org">hiring@ironboundcc.org</a> with the subject line "Operations Manager"</p>			