



CLEVELAND

**Position:** Operations Assistant

**Reports to:** Development & Marketing Manager

**Organization:** After-School All-Stars, Cleveland

**Location:** Cleveland, OH

### **Organization Background:**

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children in need on nearly 350 school sites in 17 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love, and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment, and health and fitness programming. After-School All-Stars gives its students a safe haven during the "danger zone" hours of 3pm-6pm—the time of day when youth violence, drug use and other delinquent behaviors are most likely to occur. By creating caring youth-adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills and role models they need to become leaders in their community.

### **A Unique Opportunity**

After-School All-Stars is currently seeking an Operations Assistant to help support the offices of the Cleveland chapter. The responsibilities will include: office management, support of operations, and human resources-related special projects.

### **Responsibilities:**

#### **Office Management**

- Maintenance of general office: maintain and order supplies; maintain a well-organized, stocked supply cabinet, maintain and coordinate supplies/service for copy machine, and computers; work with Program Coordinator to coordinate supply orders for school sites; maintain and organize storage areas; manage office subscriptions.
- Coordinate mail and shipping for main office
- HR: maintain emergency contact information for Cleveland staff.
- Remind and ensure Program Coordinators and Site Coordinators have tracked hours for their part-time staff and interns.
- Process all HR data related to new hires and terminations including comprehensive background checks for all employees.
- Contribute to the ASAS Cleveland social media pages
- Support the ED and Program Coordinators with scheduling training, ordering supplies for training, employee recruiting and interviewing, and monitoring Safe Schools training.

### **Operational Support of Programs**

- Assist Program Coordinators and Site Coordinators with creating marketing materials for special events and Family Night events.
- Attend ASAS Program meetings to capture notes.
- Take quarterly inventory at programming sites.

### **Operational Support of Administrative Work**

- Prepare for Board Meetings by sending out Board Meetings Invites to Board Members.
- Attend Board Meetings to take minutes.
- Send Board Meeting minutes to Board Chair.
- Schedule meetings for Administrative Team.

### **Who should apply?**

The ideal candidate will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. Undergraduate degree preferred.

- Organized with excellent written communication skills
- Dependable, conscientious, detail-oriented, and capable of managing deadlines
- Capable of working independently as well as with a team
- Flexible and able to adapt to changing position demands
- Self-starter
- Knowledge of Microsoft Office is required
- Ability to work under time constraints and meet deadlines
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Ability to tackle work assignments head-on in a positive and efficient manner
- Tech-savvy and a fast learner
- Customer focused
- Passionate about supporting the Cleveland community

### **Salary and Benefits:**

This part time opportunity will be 20 hours a week. It is a non-exempt hourly position, starting at \$14.90 per hour.

### **How to apply:**

If you are interested in applying for the position, please submit a cover letter and resume in PDF format via e-mail to: [asasclevelandjobs@afterschoolallstars.org](mailto:asasclevelandjobs@afterschoolallstars.org). Please include "Operations Assistant" and your last name in the subject of your email.

To learn more about ASAS, please visit our website: <http://clevelandasas.org/>