



Providence After School Alliance Operations Coordinator

About PASA

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer, and other out of school time (OST) learning opportunities for all the youth of Providence by organizing a sustainable public-private partnership that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on PASA, go to www.mypasa.org.

Job Description

PASA is seeking a part-time 20 hour per week Operations Coordinator to play an integral role on PASA's program operations and finance team. This role requires the ability to prioritize activities and projects while working in a fast-paced, team-oriented environment. The Operations Coordinator will report directly to PASA's Operations and Administration Manager.

Responsibilities

- Work closely with the Operations and Administration Manager to centralize paperwork for program vendors, including contracts, background checks and other essential documents
- Perform administrative tasks related to the effective operation of PASA's programmatic initiatives including organizing program schedules, supplies and materials; inventory; emergency reporting and record keeping; and other logistics
- Update and distribute recruitment and registration materials, both printed and electronic, for PASA's programmatic initiatives
- Update and distribute Request for Programming applications for PASA's programmatic initiatives
- Prepare payables, purchase orders, and invoices for programming related expenses
- Collaborate with the Operations and Administration Manager to organize supplies and storage areas
- Monitor contracts for PASA initiatives and ensure timely payment of services
- Procurement and monitoring of transportation plans for PASA's programmatic initiatives
- Provide administrative and logistical support to PASA's programming initiatives
- Assist with other special projects related to Operations and Human Resources

Attributes

PASA embodies an ethos of continuous quality improvement and is committed to offering an equitable, inclusive, and just working environment for staff and partners and program experience for youth and families. We seek staff with the following attributes:

- Dedication to youth voice, choice, and agency



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- Investment in equitable practices for recruitment, retention, and support of youth in under-resourced school districts
- Problem-solver with a willingness to ask questions and support others in finding solutions
- Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

Required Qualifications

- Associate's degree or 2 years equivalent professional work experience
- Attention to detail and ability to work in compliance with industry regulations and standards
- Ability to write effectively
- Ability to communicate with a wide range of audiences including staff, vendors, community members and government partners
- Flexibility to handle multiple priorities in a fast-paced environment
- Strong computer skills: Microsoft Office, Google Suite and database systems
- Familiarity with faxing, scanning, copying and filing systems
- Friendly and motivated to provide excellent support for internal staff and external partners
- Experience working in non-profit sector preferred
- Working knowledge of Providence non-profit community preferred
- Fluency in Spanish preferred

Remuneration

The position pays an hourly rate of \$ 18 – 20 an hour commensurate with experience.

To apply for the position, please submit a current resume along with cover letter to:

Renee Lafond
Providence After School Alliance
188 Valley Street, Suite 204, Providence, RI 02909
hr@mypasa.org

PASA is an Equal Opportunity Employer

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.