



NJRP Operations Manager

Ever look around and think, 'Somebody should do something?' At NJRP - we believe we are that somebody, and we are looking for an Operations staff member that is passionate about the work that holds organizations together to join our team.

The New Jersey Resource Project is a non-profit organization whose mission is to educate and connect community leaders to work together for solutions. We work to uncover and address the root causes of the problems our communities face and take action together toward economically just and resilient communities. We change hearts and minds and win real results for our communities.

We work in New Jersey - primarily in South, Central and Shore areas. [Learn more about the work we are doing to change the lives of our communities here](#) and about our sister organization, [the New Jersey Organizing Project](#) here.

Role

The Operations Manager manages “things” rather than “people” and is focused on the “how,” of the critical work we do and the systems and technology that tie us together. This position helps remove obstacles and supports the rest of the staff to be successful in their roles. The following are examples of what the work could look like for the next six to twelve months. Part of the work is adapting in a rapidly shifting context.

Facilitate the functions of a part-virtual part-physical office and the transition from virtual to whatever the new normal may look like.

- Work with Executive Director and staff to identify what the “new normal” office will be, and execute transitions needed to our office space to match that vision.
- Organize staff meetings - consult with staff and ensure agendas are complete with accurate times before each meeting. Remind the rotating facilitator and make sure they are ready to facilitate.
- Check mail - scan and send necessary documents to bookkeeper who works virtually only and help maintain running projects list between bookkeeper and Executive Director.
- Order Supplies
- Create staff/organizational charts and visuals that explain who does what, where and why.

Embrace and support staff and members in using the tech that holds us together. Staff sometimes need support and training as individuals, or we need organizational updates and overhauls of the following platforms:

- Google drive
- Microsoft
- Slack
- Research for identifying new resources and solutions, including but not limited to vendors and consultants, office space, systems.

Support the leadership work of the organization:

- Work with ED to schedule and organize board meetings and prepare documents (not financial generally)
- Train and orient new staff, create/update documents that explain staff process and procedures.

- Be a point person on contracts/MOUs with consultants and partners
- Provide leadership and direction in annual programmatic planning and budgeting
- Lead evaluation process for staff
- Work on logistics for organization events - scheduling, site, materials either in person or on zoom.

Represent the organization to key audiences:

- Field incoming requests from community members that don't yet have a home - those are phone messages, website and email requests. Often they are from people in need of assistance and require a kind and thoughtful response. Sometimes there is a connection to the work we do and sometimes not, but either way there is a person often at the end of their rope.
- Possibly represent the organization in partnership or coalitions depending on experience
- Work on funding proposals, reports and tracking

Qualifications/Experience:

You are very competent, super comfortable with tech, spreadsheets, the interwebs and enjoy nerding out on the "how" of getting things done. You like a collaborative work environment - embracing that sometimes the process might be a little slower or messier but know that we're working to make sure everyone's talents and strengths are at the table as best we can.

You've got good boundaries and people skills (or are working on them - it's a practice) and are comfortable with direct communication and occasional tension and frustration. You're a skilled listener and facilitator. Maybe you appreciate community organizing but the role of organizer is not for you at this time in your life, and/or you're interested in learning to organize but want to start here.

You are comfortable exercising diligent perseverance - you know humans are busy and distracted and that requires calling, texting and emailing to get the answers and actions you need to be successful. You understand that people not getting back to you is not an excuse for not getting your job done.

Most of all you believe the everyday people confronting a problem must be the people offering the solution and are willing to do the work to make that happen.

College Education is not required - and frankly it's probably possible to do this job from anywhere if you're good at it.

Salary will depend on experience, current starting salary for brand new organizers is \$32,000 and our highest paid position is \$54,000, to give you a sense of scale.

Please email a cover letter telling us why you're the right person for the team, and your resume to info@newjerseyop.org subject "I am the operations wiz."

The New Jersey Resource Project is an **Equal Opportunity Employer**; women, people of color, persons with disabilities and LGBTQI people are strongly encouraged to apply.