



JOB ANNOUNCEMENT

Operations Manager

Who we are

The East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), a community-based, member-controlled non-profit, was chartered to advance “progress” on the community’s own terms, to assure that community members are the primary beneficiaries of that progress, and that residents who committed themselves to community well-being can thrive in place, and do. Since its inception in 1990, EPACANDO has developed 350 permanently affordable rental homes and helped over 3,500 low-income residents gain or retain homeownership.

What we do

As mentioned above, we develop permanently affordable housing here in EPA, and we offer housing-related counseling. This year we are launching or expanding two programs, one to help low-income homeowners build or install *accessory dwelling units* (ADUs) to help meet local needs for housing, the other to oversee and expand *permanently affordable homeownership* opportunities.

Two job openings

To accomplish this, we need an Operations Manager and Office Assistant we can rely on. Both positions have growth potential within the organization.

Operations Manager

Supports organization’s operations by setting up and maintaining office systems and supervising staff.

Job Duties

- Assure that through thoughtful, pragmatic, effective office systems, our clients and our work team feel respected and well-served.
- Maintain workflow and organizational accountability by studying, establishing, maintaining and constantly improving operations and procedures. For example: preparing payroll; reviewing and approving supply requisitions; assigning and monitoring clerical functions; reviewing and routing correspondence.
- Manage a wide range of administrative projects.
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer and disposal of records; design and maintain digital and paper filing system.
- Oversee and maintain organizational calendar of major external deliverables such as tax reports or regular progress reports to funders.
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Help our organization achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Work with Accountant to perform or supervise elements of general bookkeeping and payroll that require separation of responsibilities in a small office.



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- Maintain office staff by recruiting, selecting, orienting and training employees; coaching, counseling and disciplining employees; planning, monitoring and appraising job results; providing professional development opportunities.

Essential Proficiencies

- Project management: planning, executing, expediting, troubleshooting, process coordination
- Grant management/accountability/reporting; assuring compliance with funders' requirements
- Ability to work effectively with co-workers, clients, community organizations and public officials
- Strong financial and analytical skills, budget preparation, financial analysis, expense control
- Effective written and oral communication; good listener; clear communicator
- Software: MS-Word, Excel, Powerpoint

Additional Qualifications

- Bookkeeping, knows Quickbooks
- Establishing and maintain an effective social media presence
- Website content management
- Spanish fluency
- Reviewing legal documents, editing
- Experience working in a public agency or public-interest nonprofit
- Software: MS-Office, G-suite, Wordpress, ArcGIS, QuickBooks, Salesforce or equivalents
- Academic degree(s) in a related field
- East Palo Alto resident, ideally long-term

To Apply: Please send a cover letter and resume to: Anna Turner, Project Coordinator, at aturner@epacando.org Upon receipt, we will send you a confirmation by email. If you don't hear back within two days, please follow up via email and/or phone.

Deadline: No deadline, position will be open until filled

Salary: Negotiable, commensurate with experience; \$60,000 to \$72,000.

Benefits: Paid time off, medical, dental and vision insurance

Status: Operations Manager position is FSLA exempt

Location: 2369 University Avenue, East Palo Alto, CA 94303

Website: www.epacando.org

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