



Operations Coordinator

Overview

Willie Mae Rock Camp seeks an Operations Coordinator to join our small team. This is a new position that will work closely with the Director of Operations and cross-departmentally to ensure effective and organized internal operations. The Operations Coordinator will also play a key role in supporting organizational growth by assisting with the development and expansion of business and administrative systems.

About Willie Mae Rock Camp

Willie Mae Rock Camp is a NYC-based nonprofit organization that empowers girls and gender-expansive youth through interdisciplinary music education. Our programs combine musical expression with technology and STEM-based learning to equip students with the tools and support to thrive as creative leaders and innovators.

Now in our 20th year of operation, we reach over 600 girls and gender-expansive youth annually through a full suite of year-round, tuition-free programs at our Brooklyn studio, in schools, and in partnership with community-based organizations citywide. We center young people whose voices have been underrepresented and our model challenges intersecting systems of exclusion. To learn more about Willie Mae Rock Camp, visit williemarockcamp.org.

Key Responsibilities

Development Operations

- Enter contributions, assist with gift processing, and ensure accuracy and integrity of our donor database;
- Implement data transfer and integration between organizational donor database and online fundraising platforms.

Business Operations

- Assist the Director of Operations with creating and maintaining organizational policies and procedures manuals, roll-out and onboarding for staff on new policies and systems, and tracking implementation;
- Coordinate and implement operations and cross-departmental workflows, timelines, processes and project management systems;
- Contribute to monthly, quarterly, and annual revenue and expense reconciliation, and monitor receipts and expense documentation for completeness;
- Organize documentation to support annual audit preparations.

Administration

- Maintain organizational drives and ensure effective and organized file management;

- Maintain organizational accounts and documentation in third-party platforms and databases;
- Support the implementation of technology solutions to help the organization run smoothly.

Qualifications

- At least three years of experience with administration, operations, or office management, preferably in a nonprofit setting;
- Proficiency with Google Suite, Excel, and file management best practices;
- Proficiency in using databases and ability to learn and master new systems;
- Outstanding organization, time management, and project management abilities;
- Detail-oriented with rigorous quality standards;
- Excellent written and verbal communications;
- Proactive problem solver and strategic thinker;
- Ability to thrive in a fast-paced environment and adapt quickly to changing priorities;
- Active participant in creating an inclusive work environment that fosters collaboration, innovation and growth;
- Deep commitment to the mission and values of Willie Mae Rock Camp.

Compensation and Benefits

The salary is \$65K per year. We offer health insurance and generous time off including vacation, holidays and personal days.

Work Environment

This is a full-time, hybrid position. The majority of day-to-day work is conducted remotely with periodic in-person attendance at our Brooklyn studio for meetings and events. We maintain regular working hours of 9am-5pm, Monday through Friday, with occasional evening or weekend hours. The position requires significant computer-based work. We provide staff with a laptop for work use.

Reports to

Director of Operations

To Apply

Please email your resume and cover letter to: jobs@williemaerockcamp.org, and include "Operations Coordinator" in the subject line. The priority application deadline for this position is **April 22, 2024**. After that date, applications will be considered on a rolling basis. No telephone inquiries, please.

Willie Mae Rock Camp is an Equal Opportunity Employer committed to a diverse workplace and organizational community. All qualified applicants will receive consideration for employment without unlawful discrimination based on race, color, religion, sex, sexual orientation, gender, national origin, disability, veteran status, or any other legally protected status or characteristic.