



## Growing Communities of Healthy Eaters

### **Operations Manager**

The Sylvia Center (TSC) inspires young people to enjoy, prepare and speak up for healthy food. We work in high-need, high-potential communities so that young people can establish healthy habits that lead to happier and more productive lives.

The Operations Manager manages the day-to-day operations of the organization, including facilitating financial record keeping, human resources, and facilities/equipment management. The position requires a motivated, organized, and high-performing individual to serve full-time in our New York City office. The position reports to the Executive Director and will be an integral part of a small, effective, hardworking team.

In July 2019, The Sylvia Center will move our NYC office to a new location in Mott Haven in the Bronx. There, we will operate a new community kitchen space that will allow us to provide direct public programs in our flagship neighborhood.

### **Duties & Responsibilities:**

#### GENERAL OPERATIONS

Ensure well-functioning operational capacity for our New York City and Columbia County program:

- Answer phones, respond and route informational emails, process mail
- Maintain office equipment and technologies
- Purchase and manage inventory and program supplies
- Maintain safety protocols and accident reporting
- Support cultivation and fundraising events in an administrative capacity
- Provide general support for the Executive Director and other staff, as needed
- Oversee office move to the Bronx

#### FISCAL OPERATIONS

Ensure financial processes are well-organized, accurate and timely:

- Organize and code payables and receivables
- Execute weekly bank deposits and facilitate record keeping
- Collect and ensure processing of staff reimbursements
- Support payroll processing
- Serve as key liaison with accounting firm to organize and maintain ongoing fiscal management

## SITE OPERATIONS

- Facilitate the compliance, contracts and memoranda of understanding with program sites
- Oversee NYC office operations and support Columbia County office operations
- Oversee operations and booking of community kitchen facility

## HUMAN RESOURCES

- Maintain staff files - including processing background checks, job certification requirements, and general onboarding
- Serve as key benefits contact, work with Executive Director to maintain benefits enrollment for qualified staff
- Maintain paid time off records for all staff
- Work with the Executive Director to develop and improve policies and procedures

## **Required Qualifications & Experience:**

- A strong interest in food, health, social justice, and TSC's mission
- Excellent computer with proficiency in Microsoft Office, Mac OS, Google office products
- Proficient in Quickbooks, very comfortable with financial functions
- Associates or Bachelors degree
- Minimum 2-5 years of administrative/operations experience, preferably at a nonprofit
- Excellent organizational and process skills, attention to detail
- Good verbal and written communication skills
- Ability to consistently meet deadlines and manage multiple priorities simultaneously
- Active problem-solver and motivated self-learner
- Ability to both work independently and collaboratively
- Must be able to work a few evenings and weekends as necessary

COMPENSATION: Full-Time, minimum 35 hours per week

START DATE: March 18, 2019

## **About The Sylvia Center**

The mission of The Sylvia Center is to inspire young people and their families to establish independent, healthy eating habits — so that they may lead healthy and productive lives. Through our programs, participants learn what fresh food is, how delicious it tastes, and how to prepare nutritious meals on a daily basis. Each year, our programs reach over 3,000 youth, teens, and families in New York City and Columbia County, NY. Learn more at [sylviacenter.org](http://sylviacenter.org)