



Youth-led change for a healthy future

Summary:

The Operations Manager manages the day-to-day operations of the organization by tracking its resources to ensure maximum productivity. The position requires a motivated, organized, and high-performing individual to monitor expenses and income, including facilitating financial record keeping, human resources, and maintaining relationships with all staff and board members. The position reports to the Executive Director and will be an integral part of a growing, effective, hardworking team. This position oversees operations in New York City and Columbia County.

Key Duties & Responsibilities:

GENERAL OPERATIONS

- Manage NYC office including answering phone, monitoring email, and processing mail
- Maintain office equipment and technologies
- Support cultivation and fundraising events in an administrative capacity
- Maintain record keeping for tax filings
- Manage board meeting calendar and minutes
- Provide general support for the Executive Director and other staff, as needed
- Support Columbia County office operations

FISCAL OPERATIONS

- Serve as key liaison with accounting firm to organize and maintain ongoing fiscal management including monthly reconciliations
- Support execution of an annual audit and Form 990 submission
- Manage banking relationships
- Maintain records for all partners in regards to contracts and invoicing
- Timely payment of bills and invoices
- Organize, code, and maintain records for payables and receivables

HUMAN RESOURCES

- Manage onboarding and offboarding processes including record keeping
- Manage payroll processing, including paid time off records for all staff
- Work with PEO to maintain compliance with policies and procedures
- Maintain safety protocols and accident reporting
- Communicate effectively with all staff as needed

Required Qualifications & Experience:

- A strong interest in food, health, social justice, and TSC's mission
- Excellent computer skills with proficiency in Microsoft Office, Mac OS, and Google Suite
- Experience with Quickbooks, very comfortable with financial functions



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- Associates or Bachelors degree
- Minimum 2-5 years of administrative/operations experience, preferably at a nonprofit
- Excellent organizational skills and process oriented, attention to detail
- Diplomatic verbal and written communication skills
- Ability to consistently meet deadlines and manage multiple priorities simultaneously
- Active problem-solver and motivated self-learner
- Ability to self manage and work collaboratively
- Must be able to work a few evenings and weekends as necessary
- Ability to lift 20 pounds
- Ability to work in person at New York city headquarters in Mott Haven, Bronx
- Covid vaccination required

The Sylvia Center is an inclusive, non-discriminatory organization. This is an exempt year round salaried position ranging from \$59,000-\$63,000, depending on experience. The position is eligible for benefits including healthcare, generous paid time off, and paid holidays. Please send a resume and brief description of your interest in the position to info@sylviacenter.org.