



Executive Assistant and Operations Manager

Camp ELSO is growing and we are ready for a dynamic administrative professional to join our team! Are you looking to join an organization that is building a reputation for outstanding leadership, innovation, and expertise? Our employees use their creativity and talent to craft innovative curriculum, anticipate the needs of tomorrow's STEAM workforce and offer culturally responsive programs in the field of STEAM education. Camp ELSO is a Black and Brown led organization and we strive to create an environment where every individual can bring their whole self. With your active involvement, problem solving leadership and support, Camp ELSO will continue to grow and be recognized as an industry leader. If you are looking for a place for long term career growth and are interested in joining a small, fast paced entrepreneurial team, this might be the right fit for you!

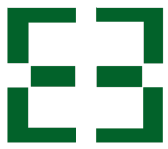
It is the responsibility of ALL ELSO staff to work towards the mission of ELSO while supporting and demonstrating the values and frame of view. Incorporate the beliefs and definitions of ELSO in all approaches and instructions.

Position Background:

Camp ELSO recently became a 501c3 organization and separated from our fiscal sponsor. Working closely with E.D. This position will manage all ELSO operating systems to keep business running smoothly including management of day to day business operations as described below. This position is key to ensuring the organization continues to run smoothly when staff members are on leave (sabbatical, sick leave).

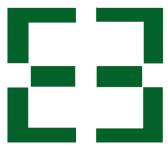
Duties:

- Work closely with key operations and finance contractors including human resources, finance, accountant, bookkeeper to get financial systems in place. Report out to E.D. regularly on progress.
- Work closely with ELSO lawyer to ensure legal documents, agreements and forms are all filed in a timely manner and shared with E.D. and board as appropriate.
- Work alongside E.D. to manage the annual budget writing process including review of previous year budget, revise 2nd 6 month budget, and evaluation of revenue/expenses. Establish operating budget goals and limitations with E.D. for



year to year and work closely with each staff member to support them in understanding their program areas budget and what they can spend and when.

- Manage E.D. calendar and assist with scheduling, booking travel, logistics for meetings including
- Responsible for supporting Project Manager in communicating and keeping track of key deadlines and timelines especially those with budget implications.
- Lead the budget review process with each Program Director, and ensure each program area is adequately funded.
- Responsible for financial oversight including monthly statement of activities and reviewing monthly receipts and reconciliation process, make sure proper documentation for grant budgets are maintained.
- Work closely with grant writer and Program Directors to build and share grant budgets.
- Supervise the Office and Camp Administrator staff position and ensure that Camp and general office administration happens smoothly and efficiently and records are accurately maintained and kept in detail.
- Oversee the on-boarding process for new staff and contractors, ensure the Office Administrator carries out timely on boarding to run smoothly and each new hire is set up with training, coaching, support as part of their first 90 days.
- Support the Executive Director in planning for growth thinking ahead about organization scalability strategy and pre planning benchmarks, market, etc.
- Support the ED in discerning the appropriate mix of staff / contractors for work flow and to support future organizational growth.
- Collaborate with ED and ultimately responsible for the process of developing the external reports including board reports, treasurer report, annual reports.
- Take meeting minutes and share with the team.
- Supervise the Office Administrator in develop working and organizational systems in collaboration with Office Administrator including organize G Suite folders and prepare for transition to server and review of vendor accounts.
- Develop and manage systems and procedures to ensure operations across organization run smoothly
- Responsible for tenant / landlord matters
- Supervise the tax filing process and process of preparing 990
- Other duties as assigned



Camp
ELSO
Experience • Life • Science • Outdoors

Key characteristics, skills and abilities:

- Must bring a racial Justice and equity lens
- Experience working in community based organization
- Entrepreneurial and start up mindset
- Possess discerning judgment and knowledge to interpret policies, rules, and regulations that apply to ELSO
- Highly analytical thinker with the ability to anticipate challenges and develop multiple pathways towards solutions
- Ability to prioritize, multitask, be flexible with changing circumstances, and meet deadlines.
- Ability to work independently and flexibly in a dynamic community-focused and team-based environment.
- Excellent organizational, analytical, critical thinking skills and attention to detail.
- Must be a motivated and adept problem solver, solutions minded and willingness to jump in and figure things out.
- Excellent verbal and written communication skills.
- Excellent ability to routinely and independently exercise sound judgment in making decisions.
- Ability to maintain confidentiality and effectively handle highly-sensitive and confidential information with sound judgment, tact, and discretion.
- Excellent customer service and interpersonal skills.

Qualifications:

- Bachelor's degree preferred OR transferable skills and minimum 3 years experience in business operations/management, nonprofit background.
- Accounting, small business management or financial management background with experience managing financial systems, books, records.
- Must be a team player, able to work well with a diverse constituency, and successfully manage multiple priorities in a resource-constrained environment.
- Openness and flexibility to take on additional duties and responsibilities as needed.
- Min. 3 years experience working for or volunteering with Black, Indigenous, PoC led or culturally specific organizations (culturally specific defined as at least 50% of Board of Director and Executive Staff identified as Black, Indigenous or People of Color).
- Minimum 2 years experience managing and/or overseeing contracts/vendor agreements.



- Must be adept with technology and accounting systems, experience working with Quickbooks preferred.

Commitment

The Operations Manager is a full time in March 2021 or earlier as agreed upon with the supervisor.

Location:

Position is 90% remote, remaining 10% on site at ELSO office as needed.

Compensation

\$35/hr to start plus monthly cell phone and internet reimbursement.

Benefits: full time employees receive medical,dental,vision paid by the employer. ELSO also provides employees competitive benefits including unlimited PTO, paid vacations, 401k contribution for qualifying employees.

How to Apply:

Please submit a resume and cover letter to info@campelso.org by January 20,2021.

Interviews will be virtual. NO EMAILS OR PHONE CALLS.

Any offer of employment is contingent on a criminal background and records check.

Camp ELSO is an equal opportunity employer committed to developing an organization that is reflective of the diverse communities we serve. Camp ELSO does not discriminate on the basis of race, class creed, gender, gender expression, religion, sex, nationality, or ability.