



The Homeless Children's Playtime Project Job Description

Title: Temporary Operations and Special Projects Manager
(during staff member's Maternity Leave)
Employment Status: Part-time; Nonexempt
Supervisor: Deputy Director
Date Posted: May 28, 2020

The Homeless Children's Playtime Project ("Playtime") is a nonprofit organization dedicated to helping break the cycle of homelessness by giving children the opportunity to play, heal and learn. Playtime's programs cultivate resilience in children experiencing family homelessness by providing and expanding access to transformative play experiences that nurture healthy childhood development. Playtime challenges systemic injustice by advocating for comprehensive, trauma-informed policies and culturally competent programs to reduce the risk of chronic homelessness. Playtime connects families with critical support services in the community to meet their concrete needs.

Summary of Position

This is a temporary position covering a maternity leave from mid-June to mid-October. The primary responsibilities of the Operations & Special Projects Manager position include IT assistance, administrative support, project management, and in-kind donor communication. Candidates must have an ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner. Due to COVID-19 and social distancing requirements, the position will begin as a remote work position with the eventual expectation of returning to Playtime's physical office, if safe to do so.

Position Responsibilities*

IT Support

- Administer Office 365 account for the organization
- Intake and troubleshoot all staff IT-related issues that arise, including problems with Outlook, Microsoft Office, and Sharepoint
- Correspond with contracted IT company, monitor tickets, and pay invoices
- Oversee Slack and Zoom accounts and related apps; educate staff on available new tech products
- Manage various staff cell phone plans, payments, and receipts
- *Fix office tech hardware issues and printer errors if we return to the office*

Administrative Support:

- Act as main point of contact for all incoming calls and emails to ensure prompt communication with community partners, donors, volunteers and others

* The position responsibilities are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Review, edit and summarize reports and documents as needed
- Assist with calendars, scheduling, and communications to help coordinate a variety of internal and external meetings
- Maintain up-to-date documentation of organization contact information, management charts, office forms, and templates for staff use
- Arrange staff appreciation, as well as recognition for birthdays and anniversaries
- Plan and execute office lunches and outings if we return to the office
- Manage several administrative budgets and annual spending
- Provide H.R. support such as employee entrance and exit paperwork, as well as training staff on Office 365, Slack, and IT procedures
- Provide administrative support to the Executive Director, management team, and other staff upon request

Project Management

- Oversee Playtime's annual Back to School In-Kind Donation Drive to acquire backpacks and school supplies for families served by Playtime
- Retain flexibility and resourcefulness due to possible changing nature of the drive amid COVID-19
- Coordinate with in-kind donors for donated backpacks and order school supply kits
- Work with Development team to recruit monetary donations to fund the drive
- Plan and execute backpack stuffing event, if safe to do so
- Delegate backpack distribution to program sites
- Meticulously track and manage the budget for the drive

In-kind Donation Management

- Correspond with in-kind donors regarding potential offers and delivery
- Work with program staff to maintain current list of needed items for Playtime's sites
- Track, organize, and distribute donated goods and gift cards to ensure accurate in-kind reporting
- Collaborate with Development Coordinator to record donations
- Organize the ordering and distribution process for fall harvest costumes along with program staff
- Coordinate the schedule and organizational plan for Playtime's annual Holiday Wish List Drive; launch the beginning of the drive and initiate donor communication

Office Operations:

- Order and stock office supplies; manage all incoming mail and deliveries if office re-opens
- Help plan logistics of office return if applicable; oversee the day-to-day logistics for providing a clean and well-organized environment for multiple shared workspaces

Education & Experience:

- Bachelor's degree preferred
- 2 years of administrative assistance experience required

Other Requirements:

- Highly proficient in various technology applications and tools, specifically Office 365
- Demonstrated project management experience
- Extremely detail-oriented, organized and willing to take initiative
- Familiarity and experience working with database systems
- Excellent communication, writing and grammar skills
- Ability to carry up to 40 lbs. up and down stairs

How to apply:

Application deadline is June 4th and those received earliest receive priority consideration. Please submit a cover letter and resume to Rebecca Staple, current Operations & Special Projects Manager, at hiring@playtimeproject.org.

Hourly rate: \$20-22/hour paid biweekly through ADP

Hours per week: 15 hours/week (5 hours for 3 set days per week for example) during normal business hours

Start date: Orientation the week of June 15, then week off and begin the week of June 29 depending on the start of maternity leave.