



## Homeless Children's Playtime Project

### Job Opening: Office & Operations Manager

**The Homeless Children's Playtime Project** (Playtime) is seeking a critical full-time position. The **Office & Operations Manager** is a perfect opportunity for a detail-oriented person who loves to keep an office organized, lead special projects, and serve as the "glue" to keep a busy office running smoothly.

Reporting to the Managing Director, our ideal Office & Operations Manager is passionate about supporting our mission to *nurture resilience in children experiencing family homelessness*. This position requires prior experience managing multiple projects, practical interpersonal and organizational skills, and managing nonprofit day-to-day operations, bookkeeping, and in-kind donations. There is also room to grow into some of these areas as you work with a supportive team passionate about implementing our important mission.

#### Summary of Position

The Office & Operations Manager position is full-time, 40 hours per week, located onsite at the Playtime office in Northwest Washington, D.C., in the Columbia Heights neighborhood. We offer some flexibility to work a couple of afternoons from home per week, and we follow local and CDC safety recommendations regarding Covid to ensure a safe and healthy workplace.

#### Essential Job Duties

##### Administrative & Office Support:

- Act as main point of contact for all incoming calls and emails to ensure prompt communication with community partners, donors, volunteers and others
- Provide administrative support to the Executive Director, management team, and other staff upon request
- Assist with calendars, scheduling, and communications to help coordinate a variety of internal and external meetings
- Manage several administrative budgets and annual spending
- Maintain up-to-date documentation of organization contact information, management charts, office forms, and templates for staff use
- Review, edit and summarize reports and documents, as needed
- Arrange staff appreciation, as well as recognition for birthdays and anniversaries
- Provide HR support such as employee entrance and exit paperwork, as well as training staff on Office 365, Slack, and IT procedures
- Correspond with contracted IT company as gatekeeper, monitor tickets, and pay invoices

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- Intake and troubleshoot all staff IT-related issues that arise, including problems with Outlook, Microsoft Office, and SharePoint
- Serve as Administrator of Office 365 account for the organization
- Oversee Slack and Zoom accounts and related apps; educate staff on available new tech products
- Manage various staff cell phone plans, payments, and receipts
- Order and stock office supplies; manage all incoming mail and deliveries
- Oversee the day-to-day logistics for providing a clean and well-organized environment for multiple shared workspaces

### **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 partner 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 costumes and other seasonal initiatives along with program staff
- Schedule and organize Playtime's annual Holiday Wish List drive, including the launch and donor communication

### **Bookkeeping**

- Record day-to-day monetary transactions, including purchases and incoming payments
- Keep accurate financial records and ledgers for Playtime's accounting firm to run reports on
- Balance books, reconciling and coding bills and receipts and double-check accounts for errors
- Complete tax forms and assist in the tax preparation when requested by tax preparer
- Process accounts receivable
- Remind staff to submit timesheets according to payroll calendar

### **Education & Experience:**

- 2-4 years of administrative assistance experience expected or equivalent combination of education and experience
- Associate degree preferred
- Accounting experience preferred
- Nonprofit experience ideal

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**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

**Salary: \$48,000-55,000** commensurate with experience

**Benefits:** Employee benefits include a variety of paid time off, paid holidays, medical, dental, vision and short-term disability insurance, employee assistance program (EAP) and 401k...plus the opportunity to work with a fantastic team towards an amazing mission!

**Start date:** August or September 2021 preferred

**To apply:** Please send cover letter and resume to Roderic Irby at [roderic@playtimeproject.org](mailto:roderic@playtimeproject.org)

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