

Title: Operations Manager**Reports to:** Director of Visibility and Operations and the Director of Programs**Hourly, part-time**

Benefits: Free parking, fitness center membership, generous PTO package (refer to employee handbook), free access to recording studio for personal projects (when available), annual use of Youth Media Studio for approved personal events (such as graduations, baby showers, birthday party, etc.), flex schedule and the opportunity to work remotely when necessary.

Start Date: September 4th, 2018**Location:** 1301 W. 10th Ave. Denver, CO 80204**Compensation:** \$21 per/hour

The Operation Manager provides support and assistance to the executive and programs staff. Qualified candidates must have strong organizational skills and proficiency in Microsoft Office Suite, Dropbox, Google Drive, and Emma (or related); budget tracking, invoicing, billing, and some financial reconciliation experience required; excellent oral and written communication skills, including awareness of cross-cultural and intercultural communication, and a strong commitment to diversity, equity, and inclusion. Bachelor's or associate degree and/or previous experience in higher education is highly desirable.

This job requires access to a personal vehicle for running general errands and transporting items to and from events. This job requires a certain amount of physical labor.

Youth on Record is a fast-paced, inclusive, energetic, and entrepreneurial environment. The company culture is one that values opinions of all staff, accepts all lifestyles and identities, and expects the high-level work ethic so that we are able to meet the most pressing needs of our community. We office in a co-working environment; so, candidates must be able to focus on individual work when there are multiple people in a room, working on various projects.

Additional Requirements:

- Ability to work overtime as needed and work a flexible schedule when required.
- Excellent interpersonal skills and customer service skills.
- Creative insight, good judgment, professional demeanor, and integrity
- Ability to work effectively as part of a team
- Excellent organizational skills
- Ability to exercise discretion, use independent judgment, develop ideas, and make recommendations on best practices

Primary Responsibilities:**Administrative and Communication**

- Maintain DPS Internal Partnership Agreements and field calls and emails from the district
- Manage and submit employee and partner artists background checks
- Manage the Youth on Record Info@youthonrecord.org email
- Schedule Executive Director meetings and appointments
- Manage and order all supplies
- Maintain digital and physical filing system
- Manage program equipment needs/maintenance/purchasing

- Field general program inquiries

Data Entry

- Organize and maintain databases
- Data entry

Financials

- Manage the transaction log and monthly financial reporting
- Collect PA invoices/write checks as needed
- Monthly financial reporting
- Deposits
- Manage all organizational purchasing
- Payroll
- Invoicing (all schools, includes tracking and reporting)
- Support in annual audit as directed

Grants

- Manage financial reporting for city and state grants
- Support with government grants by collecting and submitting all necessary paperwork
- Support with all online and physical filing for programs and operations

Meeting and Events

- Support with event related tasks as assigned
- Support with meeting set-up, scheduling, food and beverages, printing, etc.

About Youth on Record:

Founded in 2008, Youth on Record (YOR) is a nationally awarded organization with a mission to empower Colorado's underserved youth to achieve their academic, artistic, and personal best by employing local, professional artists as their educators. YOR is committed to ensuring that youth graduate from high school, and are ready to enter the workforce, transition to college or enter advanced technical training and careers. Ninety-three percent of the youth at YOR identify as youth of color and the service gaps they experience are major contributors to low graduation rates and disappointing levels of engagement in their own educations.

As an organization that values equity above all else, YOR is committed to ensuring that youth graduate from high school and are ready to enter the workforce, and transition to college or enter advanced technical training and careers. Through a model partnership that brings together the local music community, public schools, the nation's leading housing authority, and the philanthropic sector, YOR is a powerful example of what's possible when musicians and nonprofit/public sector leaders embrace an entrepreneurial spirit and band together around a common cause. The Youth Media Studio (YMS), an anchor tenant in a Denver Housing Authority (DHA) award-winning redevelopment effort, is critical to YOR's increasingly holistic approach to uplifting the region's most vulnerable youth through access to music. This focus on leveraging the arts to inspire at-risk young people to re-engage in their education and graduate, while providing advanced job skills and opportunities in the creative industries, makes YOR one-of-a-kind.

Since its founding, YOR has been bringing Colorado's most respected and talented musicians into high schools and youth residential treatment centers (RTCs). Credited as the most utilized music provider for Denver Public Schools, YORs intensive, out-of-school-time activates, for-credit high school classes, advanced technical career training, and the positive mentorships offered by musician-instructors are empowering young people in Denver's most vulnerable communities to graduate and develop the skills needed to enter the workforce or pursue a post-secondary education.