Operations Coordinator – Isles Youth Institute (IYI)

Are you a **problem solver**? Do you enjoy **working closely with urban youth**?

The Isles Youth Institute is seeking a dependable, self-motivated individual with exceptional problem solving, planning, and organizing skills to coordinate daily operations in a dynamic alternative high school environment. Responsible for daily "on the floor" activities of IYI, the Operations Coordinator creates and implements strategies, policies, and procedures that lead to the effective and efficient day-to-day operation of IYI. The Operations Coordinator serves as a critically important consistent voice and face for IYI students and staff; handles daily challenges with IYI leadership; and helps create a functional working and learning environment. Successful candidates will have the opportunity to join a highly accomplished team at one of the most innovative and successful nonprofit organizations in the region.

Qualified Candidates Will Have Proven Success In:

- Organizing and balancing many different priorities and responsibilities while meeting daily work requirements
- Developing and implementing standard operating procedures
- Implementing and maintaining the integrity of school, finance, human resource and IT policies and procedures
- Coordinating and/or supervising volunteers, substitutes, vendors, consultants, contractors, etc. to meet the needs of the organization
- Responding calmly and effectively to address unpredictable and sometimes urgent staffing and/or organizational needs
- Accurate and timely recordkeeping and reporting
- Using data to analyze progress towards achieving service delivery and budgetary goals and objectives
- **Wearing many different hats** to meet changing conditions and changing needs of students, staff, funders, and leadership

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Required Skills and Experience:

- Bachelor's degree or equivalent combination of education and work experience
- Experience working with urban youth
- Cultural competency in working with people of diverse backgrounds
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Comfort using technology including a desktop computer, student database, and large volume of email messages
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Possession and maintenance of a valid driver's license in good standing
- Ability to maintain state central registry (SCR) clearance and fingerprint clearance throughout the duration of employment

Applicants should send cover letter, resume and writing sample to hr@isles.org