

**Position:** Operations Coordinator  
**Reports to:** Program Director – Greater Philadelphia  
**Organization:** After-School All-Stars  
**Location:** Philadelphia, PA



### **Organization Background:**

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children in need on nearly 350 school sites in 17 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

ASAS launched programs in Philadelphia in October of 2014 and will be operating in five schools throughout Philadelphia and Camden this fall.

### **A Unique Opportunity**

After-School All-Stars is currently seeking an Operations Coordinator (OC) to play a critical role of ensuring grant compliance and supporting our schools and main office. The ideal candidate will have experience managing a federal grant and multiple projects.

### **Responsibilities:**

#### **Human Resources & Finance**

- Manage hiring paperwork and onboarding for new staff.
- Liaise with the National Operations Team to collect and distribute the relevant financial and HR information.
- Organize fiscal documents including invoices, credit card statements, and bills.
- Manage payroll including timesheets approval and communication to staff.
- Manage 21CCLC federal budget and program spending.
- Create monthly spending reports.
- Coordinate purchasing for school sites and main office.

#### **Office Management**

- Coordinate mail and shipping: posting, processing and dropping off mail and/or UPS and FedEx; maintain mail and shipping supplies.
- Organize and maintain files, records, and databases.

#### **Data Management**

- Create and submit quarterly attendance reports to the Pennsylvania Department of Education.
- Create quarterly Early Warning Indicators (EWI) reports for school sites.
- Support management of program data and student enrollment in CitySpan.
- Support in annual federal cumulative data report.
- Support with data entry for the development team into Salesforce.

#### **Operational Support of Programs**

- Assist Program Director with collection of student enrollment and permission forms.
- Generate attendance reports for Program Director and Site Coordinators.
- Manage the distribution and collection of all student evaluation forms for National Evaluation Team and other evaluation initiatives.

#### **Special Projects**

- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network.
- Support Philly team on various planning, processes and projects as needed

**What You'll Need:**

The Operations Coordinator will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

- An Undergraduate Degree and at least a year of work experience, preferably in a non-profit office setting
- Organized with excellent attention to detail
- Dependable, conscientious, and capable of managing multiple deadlines
- A consummate team player with a flexible and creative approach
- Knowledge of Microsoft Office is required; Experience with Salesforce is preferred
- Ability to work under time constraints and meet deadlines
- Tech savvy and a fast learner

**Salary and Benefits:**

This is a full-time non-exempt hourly position, at a rate of \$15-20 per hour and commensurate with the qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, and vision.

**How to apply:**

If you are interested in applying for the position, please submit a cover letter and resume in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "Philadelphia Operations Coordinator" and your last name in the subject of your email.

To learn more about ASAS, please visit our website: [www.asasphiladelphia.org](http://www.asasphiladelphia.org)