



Job Description Operations Manager

Organization Summary

The mission of The Unusual Suspects Theatre Company is to mentor, educate, and enrich underserved youth through the creation of collaborative, original theatre. Our vision is a world where all youth are given the opportunities and support they need to succeed.

Job Summary

The Operations Manager provides administrative, financial, staffing, and logistical leadership to The Unusual Suspects. This position must be independent, focused, and self-directed, while also very detail-oriented. The Operations Manager must be a problem solver and be able to work with all staff, contractors, and partners within their role. The position works independently to manage office administrative tasks and supports the work of the Executive Director, Program Director, and Development Director as needed. Position reports to the Executive Director.

Duties and Responsibilities:

- Maintain accurate Human Resources records for organization in all departments. This includes employee recruitment, employee and volunteer clearances, preparation of paperwork for new hires, new hire orientation, compliance with all state and federal labor laws, maintaining schedule for employee reviews, contact person for employee issues or complaints, and updating and maintaining current job descriptions for all positions.
- Manage all office equipment and technology. Schedule maintenance and repairs when needed, troubleshoot basic technical issues with computers, phones, and internet. Liaise with IT consultant and other vendors.
- Liaise with building landlord and supervisor to address any issues surrounding the building, as well as facilitate communication of lease negotiations.
- Management and maintenance of major funding contracts while invoicing and reporting to agencies on a monthly basis, supporting the reporting efforts of the development department.
- Management of all payroll processes including timesheet creation, distribution, tracking, input into payroll system, adherence to payroll deadlines, and oversight of payroll expenditures including payroll fees and employer taxes.
- Accounting for the organization including inputting all income and expenses into Quickbooks.
- Preparation of monthly finance reports for Board Finance Committee and ED, liaison between organization and finance consultant.
- Monitor income and expenses on an ongoing basis using board approved organizational budget.
- Work with finance consultant and ED to complete annual financial audit and tax return.
- Oversee incoming/outgoing mail, and manage inventory of postage and other office supplies.
- Lead weekly staff meetings.
- Develop and maintain all internal procedures, policies, and structures required to create an efficient and effective working environment.
- Correspond with vendors, volunteers and contractors, assisting Directors as needed.
- Manages user accounts and permissions as administrator on organization's Apricot program evaluation database
- Other duties as assigned

Desirable Skills & Qualifications

- Must have a Bachelor degree (BA, BS, etc.) preferably in related field.
- At least 3 years of working experience in a similar role.
- Work well with people in various communities, institutional and governmental organizations.
- Cultural competency to work with individuals from diverse backgrounds.
- Working proficiently in QuickBooks and other relevant office/finance software.
- Developed relationships with outside vendors, contractors and operational resources.
- Work in a team environment with minimal supervision.
- Experience in meeting facilitation, and/or community relations.
- Ability to work independently, be flexible and resourceful, and manage multiple priorities.
- Work well in a team-oriented environment and maintain harmonious relationships.
- Some knowledge of the Los Angeles City/County/State political and policy process.
- Proficient computer skills, especially using Microsoft Suite and Google Suite of applications.
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills.
- Experience with public speaking and presentations.
- Experience with Apricot and/or Little Green Light databases a plus.
- Must have reliable transportation, be able to drive a car, and have appropriate auto insurance coverage, and a valid California Driver's license.
- English/Spanish bilingual preferred.

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition-building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to drive a motor vehicle. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works both in the US administrative office and on occasion at program sites. Must be willing to use personal equipment such as cell phone and laptop/tablet when working remotely.

Salary & Schedule

- Commensurate with experience. Health benefits available.
- Position is expected to work at least 40 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Send resume and cover letter to jobs@theunusalsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.