



**Tom Lewis Youth and Family Support Center
4737 Meade Street, NE
Washington, DC 20019**

POSITION: Operations Assistant

STATUS: Part-time, non-exempt

REPORTS TO: Operations Manager

HOURS: 30 flexible hours between 9 and 5 pm, Monday to Friday

Are you committed to making a difference in the world? If so, consider joining the dynamic team at The Fishing School. Founded in 1990 by former DC police officer Tom Lewis, The Fishing School prepares public school elementary and middle school students for success in high school and life by improving their academic performance and life skills; and engaging them and their parents in intensive, multi-year, and research-based out of school time and parent engagement programs and activities.

POSITION SUMMARY:

The Operations Assistant will provide programmatic and administrative support to the senior management team. Operational duties include updating staff files, organizing and filing grant related documents, screening potential employees, and creating new hire files. Typical programmatic duties include managing student data, purchasing and tracking program supplies, maintaining staff calendars, and support site-level events.

As an Operations Assistant you will:

- Coordinate HR responsibilities and processes
 - Manage the organization's HRIS database
 - Audit and maintain human resources-related paper and electronic filing systems
 - Screen prospective employees, interns, and volunteers
 - Assist Operations Manager with the development and implementation of annual volunteer recruitment, management, and retention plans
 - Assist Chief Operating Officer with the research and development of HR related policies and procedures
 - Manage payroll process and timekeeping system for part time employees
- Carry out administrative duties
 - Perform typical duties of an executive assistant
 - Complete special projects at the request of the organization's leadership
 - Create and maintain a system for filing and archiving
- Manage the qualitative and quantitative data for the programs department
 - Track and when necessary enter data (surveys, academic grades etc.)
 - Compile data for evaluator and grant reports
 - Serve as the power user for the Cityspan/Youthservices.net database
- Manage the curriculum and supplies maintenance of the Programs Department
 - Monitor and manage the inventory processes for supplies, technology, and uniforms

- Order program supplies
- Coordinate IT processes:
 - Liaise with IT vendor, manage and monitor fulfillment of vendor requests
 - Perform troubleshooting of IT issues in the office and at program sites
 - Maintain the IT inventory system

This job might be for you if:

- You are committed to working for an organization that brings about positive change.
- You are an energetic self-starter who enjoys working in a fast-pace environment and have successfully handled multiple projects at the same time.
- You pay attention to details. You like to ensure that things are done right 100% of the time.
- You are an excellent communicator and it shows in both your written and verbal skills.

TO APPLY:

Please send a cover letter and resume to Quinci Moody, Chief Operating Officer, at jobs@fishingschool.org. The Fishing School will not review incomplete applications. ***No phone calls please.***

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.