



Job Title: Operations Associate

Organizational Overview:

Steps to Success (Steps) was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline, Steps provides individualized support and comprehensive services to students living in public housing. Starting in grade 3, Steps works with students and families so that students not only graduate but thrive academically in high school, matriculate into college, and obtain their college degrees. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

Position Overview:

The Operations Associate (OA) provides general administrative support under the direction of the Executive Director (ED) to ensure the efficient operation of Steps.

The OA will work with all staff members, but they will work especially closely with the development and finance staff during certain periods (such as fundraising campaigns or the annual audit). The OA will work primarily on-site at the Steps main office (currently located at the Driscoll School in Brookline) but may be required to travel to other Brookline office sites as needed, including Brookline High School.

This is a part-time, 25 hr/week position. **Steps' typical work week is Monday through Friday, from 9:00 a.m. to 5:00 p.m., with remote work on Thursdays and Fridays.** Given their responsibilities, the OA role currently requires being on-site at Driscoll School Monday through Wednesday, 9-5, with an additional remote hour on Thursday/Friday to complete small daily tasks. **An exact work schedule, however, can be negotiated with the ED upon hire.**

Specific Position Responsibilities:

- Providing administrative support to the ED
- Coordinating with the ED and staff to manage day-to-day finance needs
- Assisting with all hiring and coordinating all onboarding processes for new staff and employees, including part-time employees and student interns
- Maintaining organizational filing and data security systems (both online and physical)
- Working with staff to maintain the organization's internal site, which stores "at-a-glance" programs, financial, administrative, and historical information
- Providing office management

- Checking general communication daily (mail, office phone calls, general Steps email inquiries)
- Managing all memberships and organizational subscriptions
- Aiding in the preparation of internal and external reports and acknowledgement letters
- Supporting the Steps staff with events and programming as needed
- Fulfilling other administrative-related general duties for other Steps staff as directed and approved by the ED

Skills & Qualifications:

- Relevant experience and proven success in operations and administrative roles
- High comfort level working both independently and collaboratively on projects
- Excellent organizational skills, detail management, and follow-through
- Proven willingness to learn new skills and seek help when needed
- A passion for youth development and a belief in Steps's mission of educational equity
- Strong written and verbal communication skills
- Excellent computer literacy skills, with particular knowledge of MS Office Suite and Google Suite
- Ability to manage multiple priorities and work under tight deadlines
- Ability to occasionally work outside of standard hours as needed, based on the timing of some events and programs

Compensation:

Salary range is \$34,000 to \$36,000

Benefits include:

- PTO including 10 vacation days, 2 personal days, 3 sick days, 11 paid holidays, and a 1-week December office closure
- An organizational culture that supports staff well-being and holistic self-care/community care

To Apply:

Please apply by sending a cover letter and resume to the Step to Success, Inc. offices at sts@stepstosuccessbrookline.org

Incomplete applications will not be considered.

Company Description:

<https://www.stepstosuccessbrookline.org/>

Steps to Success provides equal employment opportunities to all applicants and prohibits discrimination based on race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.