



Operations Associate Position Description

Organization Background:

Horizons Atlanta (HA) believes that every child in Atlanta, regardless of background, should have the same chance at making a positive impact on his or her community. By eliminating the critical barriers to success that many of our children face, we aim to put them on a path to:

- Read proficiently by the end of third grade
- Achieve eighth grade math proficiency
- Build swimming skills and confidence
- Graduate from high school, college and/or career ready

We accomplish this by providing our students access to high quality academics in an engaging, tuition-free, six-week summer enrichment program focused on literacy, math, and swim skills, as well as complementary school year activities.

We are a rapidly growing organization. In 2022, our student seat capacity reached 1,450, serving K-8th grade students at ten metro Atlanta private schools, colleges, and universities on an operating budget of \$3.2 million. Our student seat capacity will increase to nearly 1,500 in 2023 on a projected budget of \$3.9 million.

POSITION OVERVIEW

HA seeks an experienced Operations Associate to provide administrative, program, and development project support for our regional team directors. The role includes leading the planning and performing of key tasks to guarantee successful programming and positive student outcomes while ensuring alignment with Horizons Atlanta's core program components.

This position reports to the Executive Director and will maintain excellent internal and external stakeholder relationships for the purpose of program operational advancement.

The role is designed to directly support the operations of the regional office and staff and may include projects that provide indirect support to the program sites.

JOB RESPONSIBILITIES

Executive Support

- Provide high-level administrative support and assistance to the Executive Director and/or other Directors as needed to ensure HA's goals and objectives are accomplished and that operations run efficiently
- Use various software, including word processing, spreadsheets, databases, and presentation software to facilitate executive, development, and program activities
- Assist Directors with maintaining regional calendar of events and scheduling appointments as needed
- Maintain and refine internal processes that support Directors, and coordinate internal and external resources to expedite workflows
- Support the Executive Director with HA Board of Directors activities and interactions
- Maintain professionalism and strict confidentiality with all materials

Development and Program Initiative Support

- Support the Development team with stakeholder stewardship activities including grant reports, donor and prospect site visits, events, etc.; Support the Program team with enrollment, program delivery, and impact assessment activities
- Execute social media strategy across channels as the primary drivers of HA's messages, appeals, and website traffic; Create content for social media accounts and post regularly on each account
- Publish a variety of digital and print content that are visually appealing and provide an overall rich experience for internal and external stakeholders.
- Coordinate and support communications projects, outreach, and products as needed
- Create and update marketing materials and documents in support of fundraising, donor stewardship, and programs.
- Assist Directors with internal communications to board, regional staff, and program site teams

Project Management

- Identify opportunities for and manage special projects in support of HA's program- and/or development-related initiatives
- Determine and define project scope and objectives; Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement

POSITION STRUCTURE AND REQUIREMENTS

- This is a full time, exempt position. Normal business hours are Monday - Friday, 9 am - 5 pm, but availability for some early morning, evening and weekend meetings is required, with advanced notice.
- A college degree is required, with three to five years of work experience.
- Applicants must be highly organized and have professional-level verbal and communication skills. Applicants must also be proficient with Office (Word, Excel, PowerPoint) and Google (Google Docs, Sheets, and Slide) suites of applications.
- An ideal candidate will also have experience with graphics packages (Canva or similar), email service provider (MailChimp) as well as social media platforms. Additionally, experience with outreach and interaction with a broad range of stakeholder groups contact is a plus.
- This position involves travel between our program sites while summer sessions are underway.
- Salary is commensurate with experience. Health and retirement benefits package included. Please submit salary requirements with inquiry.

TO APPLY

- Send cover letter, resume and salary requirements to info@horizonsatlanta.org.
- The position is open as of February 15, 2023 and will be filled as soon as possible.

Horizons Atlanta is an equal opportunity employer.