

Immediate Job Opening, Aish of the Rockies
Associate Operations Manager

Come Work for Aish of the Rockies

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Job Posting Published: July 8, 2021

Description: The Associate Manager of Operations is the fulltime exempt employee of Aish of the Rockies that skillfully manages the day-to-day business operations.

Please note: This job requires part time work on weekends (Friday, Saturday, and Sunday) and occasional weeknights as assigned.

Reports to Supervisor: Chief Operating Officer

Responsibilities:

Daily Management & Operations – include but are not limited to:

1. Manages the facilities to the professional standard of care by monitoring and evaluating daily needs and issues that arise and by implementing timely and effective solutions by delegating work to vendors, staff, and volunteers as appropriate. Aish of the Rockies maintains three properties.
2. Accountable for the day-to-day financial operational oversight in coordination with the bookkeeper.
3. Manages staff outcomes and deliverables, sets timelines for outcomes, and supervise workflow.
4. Responsible for day-to-day HR-related issues including, but not limited to, staff management, weekly or biweekly meetings with employees as assigned, maintaining, and updating HR employee files, benefits communications, Paid-Time-Off resolutions, payment matters.
5. Manages up by escalating, reporting, and documenting issues that present larger implications.
6. Produces timely and effective communications for Supervisor, Leadership and Board, as requested.

Required Qualifications:

1. Bachelor's degree or equivalent higher education with a 3.0+ GPA
2. English fluency, excellent written, verbal and presentation communication skills
3. Understanding of Jewish life is an asset.
4. Minimum two years of consistent work experience in a professional environment with demonstrated success.
5. Minimum of one year of staff management experience.
6. Minimum of one year of event logistics experience.
7. General working knowledge of facility systems and maintenance operations.
8. Demonstrated proficiency of Microsoft Suite (Word, Excel, PowerPoint)
9. Working knowledge of Google Suite (Docs, Forms, Sheets, Drive)
10. Demonstrated desire and motivation to deliver on the mission of the organization.
11. Care and concern to represent Aish of the Rockies in the highest standard.
12. Great personality, demeanor, and openness to learn. Professional presence and style.

Salary Range: \$43,000-53,000, depending on experience PLUS relocation and housing bonus.

Benefits: Medical, LTD, STD, Life/ADD, PTO, Cell Phone, Flexible Weekday Schedule, Performance Bonus.

To Apply: Please email a cover letter, resume, and references to Zev Jacobs at zjacobs@aishrockies.org. This job posting is current until the position is filled.