

## Job Posting for Operations Manager

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**To Apply:** Email a cover letter, resume, and references [zjacobs@aishrockies.org](mailto:zjacobs@aishrockies.org) with Subject: OM Job Post

*Aish of the Rockies seeks to fill a key management role that will enable us to meet our outreach and community development mission in Southeast Denver and beyond. Join our talented team and thriving community and have influence today in the most exciting Jewish community in the Mountain Region.*

**Description:** The Operations Manager (OM) role is the fulltime employee of Aish of the Rockies that skillfully manages the day-to-day business operations. Specifically, the OM is responsible for facility and vendor management, program oversight, and is the face of Aish of the Rockies to the event speakers and presenters. The OM reports to the COO and works collaboratively with the Office & Events Manager and our Program Managers. Training, professional opportunities, flexible work schedule, and benefits included. Relocation and Housing Bonus options available.

**The ideal candidate** is an active member of the local Aish of the Rockies local community who possesses a broad understanding of Jewish life and our religious culture. The ideal candidate is enthusiastic about supporting the Jewish community, is committed to a high-performance standard, positivity, and teamwork. The ideal candidate is a professional who is eager to learn and is open to feedback.

**Salary:** \$45,000-65,000 starting salary, depending on education and experience.

**Benefits:** Medical, LTD, STD, Life/ADD, 14 Days Paid Time Off, Cell Phone, Flexible Weekday Schedule, Performance Bonus.

### General Responsibilities

1. **FACILITY & VENDOR MANAGEMENT:** Aish of the Rockies maintains several properties. The OM manages the facilities to a 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.
2. **LOGISTICS OVERSIGHT:** The OM ensures that the logistical coordination between the Program Managers, Office & Event Manager, Staff and Volunteers, flows well, and reviews logistics for accuracy and professional implementation.
3. **PROGRAM LEAD:** For events, the OM initiates the connection with speakers, presenters, and other relevant parties to establish a strong and professional rapport.
4. The OM manages up by escalating, reporting, and documenting issues that present larger implications.
5. The OM produces timely and effective communications for Supervisor, Leadership, and Board, as requested.
6. **HR DUTIES:** As assigned, responsible for day-to-day HR-related issues including, but not limited to, staff management, tracking measurable outcomes, 1-2-1 meetings, employee HR files, benefits communications, and PTO tracking and resolution.
7. **FINANCIAL OVERSIGHT:** Works with the bookkeeper on day-to-day financial matters as they arise.

### Required Qualifications

1. Bachelor's degree or equivalent higher education with a 3.0+ GPA
2. Minimum two years of successful consistent work experience in a professional environment.
3. Minimum of two years of logistics experience.
4. Minimum of one year of management experience.
5. General working knowledge of facility operations.
6. Demonstrated proficiency of Microsoft Suite (Word, Excel, PowerPoint)
7. Working knowledge of Google Suite (Docs, Forms, Sheets, Drive)