



**Position:** Temporary Operations Manager (2024-2025 School Year)  
**Status:** Full Time  
**Duration:** 2024-2025 School Year  
**Reports to:** Director of Operations  
**Salary:** The expected compensation for this position is \$45,000-\$65,0000 annually. Salary is commensurate with experience and education.

### **Our Mission**

The Elmwood Village Charter Schools provide a stimulating and engaging learning environment that recognizes student capability, fosters their connectedness to their immediate and broader communities, and offers them ways to contribute to school life. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.

### **Our Schools**

We believe that the social curriculum is as important as the academic curriculum, and children must meet with social success before they can achieve high levels of academic success. To that end:

- Our students are exposed to a strong academic program that emphasizes social responsibility, arts integration, multiculturalism, and community alliances.
- Our students experience academic success in an intimate, peaceful, and diverse school community that appreciates different learning styles.
- At Elmwood Village Charter Schools, students know that they are valued and respected, and each one of them can contribute to school life.

### **The Opportunity**

We are looking for a strategic Temporary Operations Manager for the 2024-2025 school year with great organizational and interpersonal skills to help develop and maintain systems processes and procedures that optimize our daily school operations. The person in this role will:

- Build, implement and maintain best-in-class systems and protocols for all facets of school operations from school aesthetics to school health and safety protocols
- Ensure our campuses are ready for start-up each new school year by ordering furniture, equipment, supplies etc. and ensuring school services are in place and ready for action
- Manage logistical support for all network level and designated school level events

- Serve as a liaison with Food Service Vendor to include troubleshooting food service issues and monitoring day-to-day activities
- Develop and maintain an accurate, network-wide inventory and procurement management system
- Receive proposals and manage contracts with vendors
- With the Facilities Manager, develop and ensure strong and consistent implementation of a network-wide comprehensive safety plan
- With the Facilities Manager, ensure relevant staff are appropriately trained and prepared to implement emergency protocols and basic safety policies and plans
- Conduct operational reviews of school-based systems and procedures to recognize areas of strength, identify areas for improvement and share best practices
- Collaborate with different departments to ensure appropriate management of record retention procedures to include ensuring school office teams execute the proper management, collection, dispersal, security, and organization of all EVCS records
- Assist with the charter school re-authorization and reporting processes as needed
- Partner with the Admissions Coordinator to develop and execute recruitment activities and events that maintain and promote student enrollment across all campuses
- Identify, codify and ensure implementation of best practices and continuous improvement across the network
- Other special projects as assigned

### **What we Look For**

We want someone who:

- Has experience collaborating with a variety of individuals to develop and implement systems and processes that increase effectiveness and efficiency
- Demonstrates a commitment to providing high-quality customer service to all
- Is highly detail-oriented with excellent follow-up and follow-through
- Has strong oral and written communication skills
- Demonstrates high responsiveness and resolves issues quickly
- Is able to build interpersonal relationships with diverse audiences
- Maintains a positive attitude, even in the face of pressure
- Is a team player and open to receiving feedback
- Thrives in a fast-paced, entrepreneurial environment, and is flexible
- Takes initiative, prioritizes tasks effectively, and can work independently with little direction
- Maintains confidentiality and exercises discretion in the dissemination of information
- Has strong organizational, problem-solving and data-gathering skills

### **Qualifications**

- Two or more years of operations experience in a dynamic environment, preferably within a school setting
- Bachelor's degree or commensurate professional experience
- Highly proficient in Microsoft Office tools, G-Suite and able to use various apps, programs and software
- Project management experience including establishing a project management plan through to implementation (preferred qualification)

### **What We Offer**

EVCS offers an excellent working environment supported by a shared leadership model to ensure each person's strengths can be utilized and fostered.

EVCS offers competitive salaries commensurate with experience and a comprehensive benefits package.

EVCS believes in the importance of being a diverse, equitable and inclusive organization that enables our community to thrive. *As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.*

### **Join Our Team**

To apply to this opportunity, please send your resume and a cover letter on Elmwood Village Charter Schools Website: <http://www.evcsbuffalo.org/careers/>