



Operations Manager Job Description

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Specific Duties & responsibilities

- Manage central office day-to-day operations
- Work closely with Leadership Team to set and/or implement policies, procedures, and systems
- Help promote organizational culture
- Assist Deputy Director with Human Resources such as recruitment, hiring, onboarding, etc.
- Support with Finance such as accounts payable, accounts receivable, and payroll
- Manage the IT functions of the organization
- Monitor compliance with law, regulations, and grant requirements
- Build partnerships with current vendors and research new potential vendors
- Be an ambassador of Oakland Leaf, our mission, vision and core values



Your Legacy

- Increase the effectiveness and efficiency of Oakland Leaf's support services (HR, Operations, and Finance)
- Build and strengthen organization's infrastructure to actualize the five year strategic plan
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity
- Help the organization live and breathe it's core values

Skills & Qualifications

- Passion for innovation and excellence in social and restorative justice, and youth development
- Continuous learner
- Creative
- Ability to work independently, reliably, take initiative and problem solve
- Work well in a team setting
- Strong attention to detail throughout all aspects of their work
- Organizational, time management, and prioritization skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- Ability to effectively simultaneously manage multiple projects

Education & Experience

- Minimum of 3 years relevant professional experience
- The ideal candidate will have experience in operations, finance, human resources, leadership, diversity, social justice and/or community engagement

Working conditions/physical demands

- Normal school and office conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law