

Position Title: Operations Manager
Organization: Santa Barbara Hillel
Available: July 2018

Overview of position: Santa Barbara Hillel seeks a highly organized, detail-oriented individual with strong office administration and facilities management skills to serve as our **Operations Manager**. This is a full-time exempt position with excellent benefits. It includes some evenings and weekend hours to support programs and events. There is a greater workload during the academic year, with somewhat lighter hours during the summer and other school break periods. You will find a full list of responsibilities below.

Qualifications: Office administration, facilities management, and financial record-keeping experience. Attention to detail, flexibility, sense of humor, and excellent interpersonal and communication skills are essential. The Operations Manager must be capable of working both independently and as part of a team, be willing to lead or assist with program and facility setup and breakdown, and have the ability to prioritize and handle multiple assignments. Ability to lift 50 pounds. Minimum of three to five years relevant work experience. Bachelor's degree required.

Overview of Santa Barbara Hillel: Located in one of the most beautiful places in the world, Santa Barbara Hillel is the center for Jewish student life at UCSB and SBCC. Santa Barbara Hillel offers a variety of religious, educational, cultural, social, and community service programs, and is an integral part of the Santa Barbara community. We own our spectacular Hillel building just off campus in Isla Vista.

Responsibilities include:

Administration

- Monitor and manage day-to-day and long-term business relationships and administrative functions
- Maintain relations with all vendors and service providers
- Manage all incoming correspondence
- Manage internal calendaring of events
- Maintain record of Board of Trustees agendas and minutes
- Oversee technology systems including computers, phones, voice mail, etc.
- Provide and/or manage administrative and logistical support for the staff, student leadership and lay leaders
- Provide staff support for major events, special projects and assignments as needed

Facilities Management

- Oversee maintenance of building and facilities
- Ensure that the building and grounds are welcoming, clean and well maintained
- Direct and supervise the work of janitorial service, gardener and other tradespeople
- Coordinate scheduling of facilities and outside rentals

- Maintain office, kitchen and building supplies inventory

HR/Payroll

- Payroll liaison – processing and administration of bi-weekly payroll
- HR liaison – new employee on-boarding, benefit communication, vacation tracking
- Hiring and managing of student Office Assistants and Work/Study Program

Financial

- Manage accounts payable, including writing checks
- Process donations – Including credit card donations and bank deposits

Development

- Coordinate with Associate Director to ensure proper management of Hillel's donor database, including tracking systems and reports
- Supervise and ensure timely and accurate processing of all donations with team
- Assist with event planning, coordination and staffing for Hillel events and activities throughout the year with team

Special Projects

- Shabbat, holiday, and special event logistics
- Other duties as determined by the Executive Director

Desired Start Date: July 2018

Salary is commensurate with experience.

For more information about Santa Barbara Hillel, check out www.santabarbarahillel.org or contact Executive Director Rabbi Evan Goodman at egoodman@santabarbarahillel.org

TO APPLY: Please submit your cover letter (including salary requirements), resume, and three references including name, address, phone number, e-mail address, and relationship to applicant to Executive Director Rabbi Evan Goodman at egoodman@santabarbarahillel.org