



EMPLOYMENT OPPORTUNITY

Apply By March 28, 2022

Position Title: **Operations Manager**

Reports To: **Executive Director**

Status: **Part-time; 20+ flexible hours**

Pay Scale: **\$15/hour**

Job Overview:

The Operations Manager maintains the day-to-day operation and communications, and assists with bookkeeping for the Channing-Murray Foundation. They work with paid staff and volunteers to run in-person programs (like our food pantry and arts events) plus off-site service projects for our partnership with Cunningham Township Supervisor's Office. The Operations Manager is supervised by and reports to the Executive Director.

About Channing-Murray:

The Channing-Murray Foundation is a 501c-3 art and social justice campus center rooted in Unitarian Universalist values. We believe everyone has inherent worth and dignity, people and planet are interconnected, and we all have a role to play in creating networks of care. Incorporated as a UU student ministry in 1954, CMF has evolved into a performance venue, an activist meeting space, and a home to the Red Herring Vegetarian Restaurant. In 2020 CMF established The Bucket Brigade, a food pantry delivery program that serves an average of 20 families every week. Programming at CMF in 2022 will focus on food-justice efforts and welcoming groups to our space as we build a better world and beloved community.

Work Environment

- ❖ There are synchronous and asynchronous responsibilities; the Operations Manager will work with the E.D. on creating a schedule that works for the organization and the employee. A majority of duties can be accomplished remotely, but there will be on-site duties as assigned.
- ❖ Channing-Murray Foundation's work culture is one of collaboration, mutual care, and respect for every individual's inherent worth and dignity.

Professional Skills and Training

- ❖ Strong administrative, organizational, and communication skills.
- ❖ Digital office skills including: Windows, Excel/Google Sheets, Google docs, & Quickbooks
- ❖ Program development and evaluation.
- ❖ Trauma-informed approach to care.
- ❖ Demonstrated ability to work effectively and respectfully with people of all economic, racial, and gender identities.
- ❖ Ability to establish and maintain an effective working relationship with the director, team members, board of governors, partners, and members of the public.
- ❖ Experience in training and professional development, a plus.

Duties and Responsibilities

- A. Manage recordkeeping for CMF finances
- B. Oversee data-entry for Red Herring finances
- C. Manage CMF parking rentals
- D. File and organize documents, both digital and paper
- E. Manage communications; answer phone and emails, relay messages to other staff as necessary
- F. Manage database of donors and volunteers
- G. Update website, on-site bulletin boards, newsletters, and social-media
- H. Manage volunteers and inventory for food pantry

Channing-Murray is an Equal Opportunity and Affirmative Action Employer.

APPLY BY March 28, 2022

- Please submit a cover letter and resume along with 2 professional references to channingmurraydirector@gmail.com

If you have any questions, please contact CMF Executive Director Emily McKown at channingmurraydirector@gmail.com.