

Director of Operations & Programming

The Director of Operations & Programming will be responsible for the daily communication and scheduling for the facilities and its programming

Responsibilities will include:

1. General Administration and Operations Oversight
 - a. Report directly to the GVCO Executive Director
 - b. Oversee all operations, staffing, accounting, budgeting, special events (e.g. GVCO fundraising events)
 - c. Coordinate volunteer program/administration, human resources, marketing, facility management, IT functions
2. Facility Scheduling & Management
 - a. Maintain overall facilities scheduling
 - b. Coordinate & negotiate daily; weekly; monthly scheduling
 - c. Supervision & oversight of facilities maintenance
 - d. Coordinate outsourced & external contractual relationships
3. Staffing/Human Resources
 - a. Hire/train/manage staffing
 - b. Maintain recordkeeping, performance reviews
 - c. Identify/Procure any benefits packages
4. Programming
 - a. Oversee all organizational programming – budgeting, marketing, schedules, staffing, recordkeeping
 - b. Develop new programming
 - c. Coordinate with outside partner programs
5. Communications
 - a. Establish guidance/direction for websites, social media, newsletters, distribution lists
 - b. Oversee internal communications
6. Operational Compliance
 - a. Maintain operational and programming procedures material
7. Staffing Coordination
 - a. Management
 - b. Training
 - c. Onboarding
 - d. Internship management (i.e., summer college interns and high school interns in Fall, Winter, and Spring)
8. Other duties as assigned by the GVCO Executive Director

Total Compensation package includes:

- a. Salary range of \$70-75K
- b. \$500/month for Individual Coverage Health Reimbursement Arrangement (ICHRA)
- c. Retirement plan match up to 3%
- d. Three weeks of Paid-time off (PTO)

Interested candidates should submit their resume to info@gvco.org