



Arts In Reach Operations Manager

Arts in Reach (AIR) is a tiny but mighty nonprofit organization serving teen girls and gender expansive youth across Strafford and Rockingham Counties with free out-of-school programming, including free transportation. We use the arts as the vehicle to fulfill our mission of inspiring teens to be brave, elevate their voices, and create the lives they imagine.

We are seeking an Operations Manager to keep us organized, streamline our processes, make sure we are functioning smoothly across departments, and that no details slip past our attention. If you are a list-lover, who finds joy in creating systems and procedures, with a knack for spreadsheets and tracking data, please consider applying and using your unique powers for good.

Responsibilities Include:

- Participant registration: Processing forms, creating program rosters, communicating with families.
- Transportation scheduling: Coordinating efficient pick-up and drop-off routes for our vans.
- Communication: Making sure everyone has the information they need, internally and externally. This includes program facilities, community partners, teaching artists, van drivers, general inquiries.
- Office management: Tracking revenue and expenses; some basic HR, such as processing background checks and hiring forms; keeping donor data up-to-date; general organization; and other administrative duties from time to time to support our marketing, events, fundraising, and programming efforts.

The right candidate has:

- A passion for our mission
- Great ideas and an open mind
- An ability to see around corners - and help problem-solve before and after any challenges arise
- A collaborative approach, with a willingness to take ownership of projects and work independently
- Experience with the responsibilities of the role

This is a part-time flexible position, 20-25 hours a week, evenings and weekends may be required on occasion, but not generally. Some work will necessarily take place at AIR's offices in New Castle, NH, but the rest can happen anywhere. This position reports to the Executive Director. The salary range is \$20-25/hr.

Please send a cover letter and resume to jobs@artsinreach.org. Position open until filled; interviews begin the week of March 27, 2023.