



TITLE: Operations Associate

REPORTS TO: Operations & Contracts Manager

SALARY RANGE: \$42,000 to \$46,000 Annually

Organization Background

SOMOS Mayfair was created in 1997 as a place-based, community-led initiative to fight the debilitating effects of poverty in the Mayfair neighborhood of east San Jose. The mission of SOMOS Mayfair is to *support children, organizes families and connects neighbors to uplift the dreams, power and leadership of community and address systemic inequities.*

Our strategy, titled *En Nuestras Manos/In Our Hands: a community power building*, is an experiment in community development that is designed to close the achievement and opportunity gap in our community, with the goal of improving support for family literacy at home, and a strong push for accountability with our schools, by making the neighborhood residents the primary agents of change. The strategy builds a new form of power in our community; one that derives power from building alternative, grassroots systems of mutual aid between neighborhood families to foster school success and learning at home and in the community. Concurrently, SOMOS organizes parents to hold the local systems (school, City and County) accountable to families.

Operations Associate (Early Learning & Administrative Support)

Under the supervision of the Operations & Contracts Manager, the Operations Associate will coordinate the La Escuelita (early learning program) curriculum and team as well as provide primary clerical and administrative support to the Operations & Contracts Manager. This position plays a central role in the day-to-day operations of the organization providing administrative support. The Operations Associate will also participate in direct program activities as time permits.

Duties and Responsibilities

1. Early Learning/ La Escuelita
 - Support the ongoing early education of La Escuelita participants across all SOMOS programmatic work via child care and quality standards training;
 - Oversee creation of ongoing curriculum and procedures
 - Coordination of Child Supervision Services
 - Coordinate child supervision services for all SOMOS programs
 - Ensure child supervisors abide by SOMOS procedures
 - Responsible for processing timesheet for child care providers and ensuring the providers submit all necessary documentation

- Deliver constructive feedback and professional development based on La Escuelita framework.
 - Develop and supervise a unified and effective team of child care providers, interns and volunteers, as needed.
2. Administrative Support
- Receive all walk-ins and assist them (daily) specify resources and referrals.
 - Maintain equipment tracking systems;
 - Responsible for the scheduling of all SOMOS spaces with internal staff and external partners and assist with requested arrangements of space usage
 - Responsible for coordination of organizational calendaring, kitchen clean up, spring cleaning & staff meetings
 - Ensure all office supplies are stocked and organized; take request and order as needed.
 - Responsible for coordinating the kitchen duties and ensuring the staff is aware of the procedures
 - Responsible for troubleshooting issues with office equipment (phone system, fax machine, copier, postage machine, etc.)
 - Responsible for credit card reconciliation and back up collection
3. Professional Development
- Create an annual professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including community organizing models and the practice of popular education pedagogy;
 - Participate in agency wide decision-making arenas and in regular internal political education as needed;

Required Qualifications

- Deep passion and commitment to advancing social justice in immigrant, working class communities;
- Experience in literacy, early education and child care program for children ages 0-8;
- Able to interact well with young children and adults;
- Experience in public presentations and group facilitation;
- Experience in applying popular education methodology;
- Able to exercise sound judgment, problem solving, assume responsibility and work independently.
- Able to develop and maintain appropriate records and files.
- Bilingual/biliterate Spanish-English required;
- Valid California driver's license and proof of auto insurance required;
- Computer proficient in MS Word, Excel, Internet and e-mail;
- Able to work flexible hours, including some nights and weekends;
- Fingerprint and background check required

Preferred Knowledge, Skills and Abilities

- Experience working directly in immigrant, working class communities;
- Commitment to nurturing healthy working relationships and communication;
- Excellent oral and written communication skills;
- Experience with and sensitivity to multi-cultural work environments

- Demonstrated ability to work effectively and flexibly under tight constraints with diverse groups and organizations.

To Apply

We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
SOMOS Mayfair
370-B S. King Rd.
San Jose, CA 95116

Or via e-mail at: info@somosmayfair.org

SOMOS Mayfair is an equal opportunity employer. SOMOS Mayfair does not discriminate, in any way, against any staff or applicant on the basis of race, sex, color, age, religion, actual or perceived gender identity, sexual orientation, disability, ethnic or national origin, or familial status.

For more info contact us at (408) 251-6900 or learn about us at: www.somosmayfair.org