

- **Position Title:** Operations & Office Manager
- **Position Status:** Full-Time

- **Location:** NYC
- **Start:** January 2019

### About Code Nation

Code Nation ([codenation.org](http://codenation.org)) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness.

Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City and the San Francisco Bay Area.

### Who We Want

We are looking for an Operations and Office Manager to join our team. The ideal candidate wants to contribute to the success of a nonprofit committed to education and tech equity. The Manager will play an integral role in our continuing growth with a diverse set of responsibilities, including overall office coordination, operations and event support, and financial management. We are looking for someone who is upbeat, self-motivated, detail-oriented, and willing to learn new things and chip in with ad-hoc work. The Manager will work closely with all organizational departments: Programs, Finance/Operations, Development, and Communications.

### Responsibilities

#### Operations & Events

- Take a lead role in coordinating logistics for all Code Nation events, including student and volunteer events. This will include creating run of show, liaising with space managers, ordering food, and preparing materials and guest lists.
- Manage ordering and inventory of laptops, office supplies, and classroom materials.
- Collect and process HR paperwork and prepare it for the HR Director.
- Prepare invoices for companies and schools and track payments.
- Support staff with bulk printing orders, mailing, and copying needs.
- Support directors with budget management by updating financial documents and reviewing expenses recording for bookkeepers.

#### Office Management

- Serve as a go-to person for all office-related needs, including technology, building access, and office supplies.
- Be responsible for operational onboarding of new hires, including technology, building access, and office supplies.
- Act as main liaison with payroll provider to support local staff needs.

### Qualifications

- 2+ years of experience in operations, event management, and/or office management.
- Proficiency in Microsoft Office programs (especially Word and Excel) and Google Suite.
- Familiarity with basic bookkeeping; background in QuickBooks is a plus.
- Excellent time management and organizational skills and highly detail-oriented.
- Excellent written and verbal communication skills.
- Willingness to work occasional extended hours/weekends.

### Compensation

Salary commensurate with experience. Includes a competitive benefits package.

### How to Apply

Please send your resume and cover letter to [apply@codenation.org](mailto:apply@codenation.org) with the subject line, "Operations and Office Manager - NYC". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.