



Healing starts in the heart.

Non-Profit Operations Assistant

Position

The AAKOMA Project, Inc. has been growing steadily and is now seeking to accelerate further. The Founder and Board are looking for a mission-focused, seasoned, strategic, and process-minded team member with experience supporting an organization and co-developing a performance culture among a group of diverse, talented individuals. The Operations Assistant (OA) must be a leader who is able to help AAKOMA staff deliver measurable, scalable results that operationalize AAKOMA's mission and vision. Importantly, the successful operations manager will have the skills, sensitivity, and personal confidence to enhance the unique gifts that each member of the team brings to this mission. While it is essential that the OA bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain our focus on the central mission of The AAKOMA Project, Inc.

Purpose

Work independently reporting to the Operations Manager (OM) and Founder co-managing the activities for the non-profit organization, The AAKOMA Project, Inc. Provide support to the Board of Directors and to AAKOMA staff to facilitate the achievement of our goals.

Responsibilities

The OA will support all internal operations and will have the following responsibilities:

- Serve as a coordinator within the organization, helping to:
 - Organize the annual operations plan and budget
 - Support the performance review process that measures and evaluates progress against goals for the organization
 - Provide for all subordinate staff a strong day-to-day leadership presence; bridge national and regional operations and support an open-door policy among staff.
- Work in partnership with the OM and Founder, supporting our strategic plan and implementing new processes and approaches to achieve it.
- Manage the organization's
 - Site Development
 - Local fundraising
 - Support generation of sufficient local revenue to cover local costs
 - Consulting Staff
 - Communications Team: For consistent branded messaging internally and externally
 - Legal Team
 - Development Team: Fundraising and development efforts
 - Programming
 - Improve key impact measurements

- Co-Develop curriculum, tools, and training that meet cost guidelines
 - Grant Support
 - Administrative aspects including proposal preparation and grant writing
- Work with the Board of Directors: present to the board at quarterly meetings and serve on board committees

Key Qualifications

As a prerequisite, the successful candidate must believe in the core values of AAKOMA (www.aakomaproject.org) and be driven by our specific mission. Candidates will demonstrate a passion for social change and innovation in this space. AAKOMA is growing and quick-paced organization requiring an adaptable workforce with vision and ability to execute against the vision.

AAKOMA's ideal candidate will demonstrate independence, strong interpersonal skills and a proven track record of leadership toward leading and building the capabilities of a diverse, highly motivated, and driven team. Thus, additional requirements are:

- Attention to detail in all aspects of work and interpersonal interactions.
- Results-proven track record of exceeding goals
- Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- High level of nonprofit acumen; the ability to balance the delivery of programs against the realities of a budget.
- Problem solving, project management, and creative resourcefulness.
- Strategic Vision and Agility-ability to think strategically, anticipate future consequences and trends, and incorporate them into operational plans.
- Capacity Building—ability to effectively build organization and staff capacity, along with community engagement for social change.
- Leadership and Organization-exceptional capacity for managing and leading people as well as able to take direction and self-correct. A team builder who has ability to connect staff both on an individual level and in large groups; capacity to enforce and accept accountability, develop and empower future leaders from the bottom up, exhibit compassionate leadership and directness and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available.
- Solid educational background—undergraduate degree required; MPH, MSW, MA (social Sciences) or similar advanced degree highly desired
- Solid Work Experience - Minimum Required Experience: 6 years including 2 – 5 years of program management and data analytics
- Additional Skills - Knowledge of technical, business, consultation, project management, and cultural awareness, consumer focus, building trust, communication, critical thinking, and influencing skills.
- Technical Skills and Exposures/Experience: Grantwriting, public speaking, professional development trainings, Microsoft Office, statistical software, mixed research methods

training, Adobe Acrobat, Endnote or similar reference software, GoToMeeting, Project Management software

Compensation:

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. AAKOMA is prepared to offer an attractive compensation package, including a competitive base salary as well as health and vacation benefits (after probationary period).

Preferred Schedule:

Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs (some nights and weekends).