



Now Hiring: **Operations Manager**

BRIEF JOB DESCRIPTION

The St. Louis Inter-Faith Committee on Latin America seeks an experienced individual to develop and oversee improved communications and deepen engagement of the organization's base. A key initial responsibility of this position will include supporting a transition to a new database. This position is also responsible for updating the website to ensure most accurate communication of our mission. The Operations Manager will work to enable the organization to more deeply engage our base and help to identify new potential advocates that can help create a community where dignity comes first. The successful candidate should be a person who has passion for and a commitment to the mission of IFCLA - for accompaniment of the people of Latin America in their work for human rights and social justice. The Operations Manager reports to and is responsible to the Executive Director.

ORGANIZATIONAL DESCRIPTION

Since 1977, IFCLA has collaborated with congregations, schools and organizations in the St. Louis metropolitan area, across the U.S., and internationally to work for a more just and equitable world community. Today, our mission drives our programming: through education and advocacy, we convene an inter-faith community to accompany the people of Latin America in their work for human rights and social justice. We envision a world in which partners reach across economic, political and social borders to build a sustainable future for the planet and its people. Please review our current programs, upcoming events, and organizational values (dignity, integrity, solidarity, diversity, commitment) on the website, <http://stl-ifcla.org>.

IFCLA seeks to maintain a non-hierarchical organizational environment and all staff members play a key role in collective duties within the office and programs including: daily operations, organizational development and governance.

RESPONSIBILITIES & DUTIES OF THE POSITION

1. Volunteer engagement
 - Support transition to new database (training will be required and offered)
 - Ensure adequate use and management of new database
 - Support the Community Engagement Coordinator to identify potential volunteers, introduce volunteers to possible projects, familiarize volunteers with decision making processes, and orient volunteers to chosen tasks.
2. External communications
 - Maintain an active role as the only staff member in the Communications Working Group
 - Coordinate production of electronic newsletters and email communications using the new database
 - Maintain effective social media presence
 - Coordinate the website blog
 - Press advisories and media releases
3. Financial sustainability
 - In collaboration with the Board of Directors, Executive Director and any related committees/working groups, support the implementation of fund raising strategies, including targeted appeals, grant writing, funding proposals, and fund raising events.

- In collaboration with the Executive Director, work to maintain bookkeeping, budgeting, paying bills, and preparing financial reports.
4. Office management/administration
- Maintain the organization website
 - General office administration (calendars, scheduling, mail, phones, email, etc.)
 - Maintain mailing lists and routine correspondence
 - Support events-based logistics (ie. arrange speaking engagement logistics, create and distribute printed and audio-visual materials)
 - Represent IFCLA at community events and functions as needed and when assigned
 - Occasionally assist other staff members with other duties as assigned

REQUIREMENTS & DESIRED SKILLS

1. Commitment to IFCLA's organizational values, which can be found on our website.
2. Fluency in Spanish required. The position requires the ability to communicate daily through oral and written communication in both Spanish and English.
3. Must have ability to work independently and solve problems.
4. Must be able to prioritize tasks, work well under pressure and meet tight deadlines.
5. Reliable transportation required.
6. Ability to work some evenings and weekends.
7. Demonstrated commitment to immigrant rights and social justice issues, specifically related to Latin America.
8. Ability to work cooperatively with others both within the organization and in the community.
9. Willing to work in a collective environment. Desire to invest in IFCLA's growth and development.
10. Desired personal qualities include:
 - Commitment to nonviolence and social justice.
 - Ability to work efficiently and remain flexible under pressure.
 - Ability to prioritize work and limit time spent on each task.
 - Ability to recruit others to participate and share in tasks.
 - Self-motivated and able to motivate others.
 - Imagination and creativity strongly encouraged.

COMPENSATION

Salary is commensurate with experience. Benefits package includes training fees, paid time off, vacation and sick leave. This is a full-time position (approximately 40 hours per week, some nights and weekends).

TO APPLY

Please send cover letter and resume/curriculum vitae by May 31, 2018 to Sara John, Executive Director, at sara@ifcla.net. In your cover letter, please answer the Supplemental Questions provided below; please keep your responses to 500 words or less. If your resume/curriculum vitae does not include references, please provide three references with your submission. If you have any questions, please email Sara. Thank you for your interest!

Supplemental Questions:

1. Why do you want to work at IFCLA? What draws you to this work?
2. How do you define social justice and what is the role of community organizing in social justice work?

IFCLA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. **We strongly encourage applications from people of color, immigrants, women, directly impacted communities, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.**