



## **Operations Administrator Job Description**

Learning Club seeks an Operations Administrator who is passionate about serving under-served children, organized, an excellent communicator, extremely detail oriented, a self-starter, and committed to supporting staff and logistical office operations to further the mission of the Learning Club.

### **Job Requirements:**

- Experience supporting the operations of an office or organization
- Confidence working with technology including Google sheets, databases, basic formatting and design (Word and Canva), and Google Suite
- Ability to communicate well orally and in writing with co-workers, students, families, school personnel, and volunteers from the community
- Openness to working in an office where faith is occasionally discussed openly

### **Preferred qualifications:**

- Experience using QuickBooks Online and/or PayCor
- Openness to working one evening (until roughly 6pm) per week when school is in session to support students in after-school session

**Duties include office management, operations support, and helping with staff and data management as detailed below.**

### **Office Management duties:**

- Ordering, organizing, and distributing office supplies
- Overall organization of office and other spaces, including storage areas

### **Operations duties:**

- Processing payroll biweekly
  - Responding to and fixing any timecard errors for all staff
  - Utilizing PayCor to run payroll
  - Processing employees in PayCor
  - Printing any needed checks, including intern checks
- Assisting with maintaining electronic and physical records, including any databases and Better Impact (CRM)
- Project management such as facilitating building improvements
- Purchasing site supplies, including prizes for students
- Processing invoices and balancing credit card statements each month
- Collecting, processing, and documenting donations
- Policy enforcement such as holding a training for staff to give reminders about photo policies or ensuring all Zoom recordings are safely stored

- Insurance maintenance and records (for company vehicle, organization liability insurance, etc.)
- Mailing thank you letters and appreciation items occasionally
- Updating the organization website as needed

**Staff Management duties:**

- Supporting Director of Operations for staff and volunteer training set up, clean up, and meals
- Occasionally arranging the opportunity for staff to participate in team-building activities
- Arranging recognition of staff birthdays

**Data Management duties:**

- Inputting student attendance records and measuring growth
- Collecting, keeping, and processing accurate records
- Occasionally auditing personnel records

**Other duties:**

- Possibility of tutoring one or two students each week during after-school sessions
- Occasionally filling in for other staff members when absent for tutoring sessions
- Occasionally attending workshops/webinars and seeking meetings in the community to help us continue to build a better program for our students and volunteers
- Helping the Learning Club program evolve over time as we seek better ways to fulfill our mission and serve the most marginalized children
- Other duties as assigned

**Work Schedule:**

**Schedule:** Part time, 20-35 hours per week throughout the regular workweek (negotiable). Optional: one evening (until roughly 6pm) per week when school is in session.

**Location:** Office located in former Blessed Sacrament school, 2203 Parallel Ave., Kansas City, KS.

**Compensation:** Hourly wage, \$18-28 per hour, commensurate with experience

Inquiries and résumés may be directed to  
 Laura Swan, Director of Operations, at [LSwan@LearningClubKCK.org](mailto:LSwan@LearningClubKCK.org).

**[www.LearningClubKCK.org](http://www.LearningClubKCK.org)**