



POSITION: Operations & Administration Associate, Mass STEM Hub

ORGANIZATION:

One8 Foundation

ABOUT THE ORGANIZATION:

Founded in 2006, the One8 Foundation's mission is to accelerate and bolster the success of nonprofit organizations with the highest potential to achieve breakthrough results in the foundation's issue areas. The One8 Foundation (One8) does this by pursuing a venture philanthropy approach – identifying highly promising grantees to support with meaningful funding and deep strategic engagement. Supporting nonprofit organizations in both the United States and Israel, the foundation's model combines grant-making and pro-bono consulting with key strategic grantees.

In 2016, the One8 Foundation launched an internal team called Mass STEM Hub (MSH) tasked with scaling and supporting specific grantee organizations focused on applied learning and STEM education. Mass STEM Hub partners with schools to support the high-quality implementation of premier STEM and applied learning programming that engages students and prepares them for college and 21st century careers.

ABOUT THE POSITION:

Operations & Administration Associate, Mass STEM Hub

The Operations & Administration Associate will provide administrative and operations support to the MSH Director and staff to maximize our impact for students and schools. Our work is fast-paced and dynamic – the Operations & Administration Associate must respond quickly and effectively to changing priorities and tasks. Conscientious, organized, and capable of communicating with senior education leaders, the Operations & Administration Associate will provide executive administration support to the MSH Director. With a fastidious attention to detail and customer service orientation, this individual will maintain data management and operations processes that make our work more effective and efficient. The Operations & Administration Associate will also help provide high quality programming for students and schools by supporting Mass STEM Hub's events and communications.

Essential Job Functions

Maintain purposeful operations systems and processes to foster continuous improvement.

- Manage and track Mass STEM Hub's contracts, subscriptions, and invoices including contract execution, maintenance of w-9 forms, and payment schedules. Work with the One8 financial team to ensure timely payment of all.
- Establish and maintain record keeping and reporting systems to ensure that all contracts, vendor payments and team expenses are up-to-date and systems are accurate and reconciled.
- Work with vendors to ensure seamless execution of Mass STEM Hub operations, monitoring all contracts and ensuring on-time delivery of goods and services.
- Assist the team in keeping the Mass STEM Hub supply room well stocked, organized and clean.
- Support MSH Operations Manager and Director with monthly budget reconciliation to track actual spending against budget.
- Make recommendations to MSH Operations Manager to improve the organization's systems and structures overall.

Manage data systems, including Salesforce, to ensure high-quality support to students and schools.

- Administer Salesforce database, including data cleaning and import, report generation, customizations, third-party integrations, automations, and data backup.



- Make recommendations to the MSH Operations Manager on design of and improvements for an effective and accurate Salesforce database.
- Provide timely support directly to Salesforce users across the One8 education team, including providing training and updating user permissions as needed.
- Use Salesforce reporting and other tools to provide crucial data to the team.

Provide executive assistant support to the MSH Director.

- Manage a busy calendar and coordinate meeting logistics.
- Coordinate scheduling with internal and external stakeholders, including senior education leaders, in a professional and helpful manner.
- Quickly and adeptly manage changes in schedules and priorities, proactively identifying and resolving scheduling conflicts.
- Coordinate the processing of the monthly Mass STEM Hub staff expense reports ensuring accurate coding, account reconciliation and adherence to the One8 expenses policy.
- Assist with the preparation and/or review of decks and other materials for meetings.
- Manage special projects for the Director on an as needed basis.
- Keep current on team activities and priorities and proactively anticipate needs for the Director.

Support Mass STEM Hub programming and communications to maximize the impact of the One8 Foundation's supported STEM and applied learning programs.

- Assist with preparation, registration tracking, setup and implementation of Mass STEM Hub teacher trainings and events, including prepping and printing materials, purchasing supplies, arranging the transportation of materials to on-site locations, managing registration lists, and other tasks as needed.
- Assist the Marketing Manager to make updates to Mass STEM Hub's website in Wordpress and format marketing communications.

Complete special projects as needed to help fulfill our mission and address critical strategic needs.

Requirements

- At least 3 years of relevant work experience.
- Experience working with Salesforce required; Salesforce Administrator Certification or experience administering a Salesforce organization strongly preferred.
- Is passionate about Mass STEM Hub's mission and believes that education is a primary means to dramatically improve the life outcomes.
- Comfort managing spreadsheets with a high degree of accuracy in basic analysis.
- Experience managing budget systems and processes.
- Comfort managing multiple tasks and evolving priorities in a fast-paced environment.
- Possesses effective verbal and written communication skills.
- Anticipates needs and implements process and system improvements proactively.
- Constantly reflects, relishes feedback, and seeks opportunities to improve.
- A natural team player and strong collaborator willing to pitch in as needed to get the job done.
- Strong Microsoft Office skills including Word, Excel, Outlook and PowerPoint.
- Experience with Wordpress strongly preferred.
- Bachelor's degree required.

LOCATION:

Boston, MA

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

One8 Foundation is an equal opportunity employer and welcomes candidates from diverse backgrounds.