

## Work Study Job Description

<b>Job Title</b>	Operations Manager
<b>Organization Name</b>	Institute for Washington's Future
<b>Job Location</b>	Bothell
<b>Address</b>	174 Ward st Seattle wa 98109
<b>Pay Rate</b>	\$\$18 - \$\$22
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Donald Hopps
<b>Phone Number</b>	
<b>Email Address</b>	donhopps@forwashington.org
<b>Website</b>	

### Nature of Organization

The Institute for Washington's Future is a small, non-profit, 501c3 organization engaged in economic development and youth leadership programs. The Institute operates on a state wide basis serving primarily rural communities.

### Duties and Responsibilities

The Operations Manager is responsible for the day to day management of the organization including record and book keeping, maintaining internal communications and office functions, organizing meetings, and coordinating ongoing projects with program staff. The manager supports and reports to the Director, and schedules the Director's activities. The Manager's support activities also include overseeing the organizational budget and acting as recording secretary for the Institute's Board.

### Minimum Qualifications

The Operations's Manager must have experience in managing an office for a small business or organization, have knowledge of and experience in basic accounting and the use of Quick Books, excellent written and verbal communication skills including working with the internet and cloud computing, and knowledge of non-profit operations and requirements. Must have a working knowledge of Spanish and a driver's licence.

### Educational Benefits

The Institute provides an opportunity on which to develop an understanding of Washington's rural communities and social characteristics, hone a wide range of business and organizational skills, and analyze major economic issues in a different context. What makes this job unique is the level of responsibility and challenge the incumbent will experience.

**How to Apply**

Apply by Letter or Email to Don Hopps. Application must describe experience, skills and interest.

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Job Number: 70IFWF | Category: Office & Administrative | Program: | Reimbursement Rate: 70%