

Job Title: Office and Operations Manager

Reports to: Executive Director

Estimated Start: March 2025

Full Time Salary Range: \$56,100 - \$67,300

To Apply: Please send a resume and cover letter detailing your qualifications to jobs@teamread.org

Job Summary:

At Team Read, we're looking for a detail-oriented person to streamline our operations and help us grow our mission. The Office and Operations Manager plays a pivotal role in leading and streamlining internal processes, documentation, data management, and systematization within Team Read's programs. Collaborating closely with the entire team, the Office and Operations Manager designs, refines, and implements operational systems to enhance staff efficiency and supports the growth of the organization's mission. The role involves not only managing technical and data-related systems but also performing essential administrative duties to ensure smooth day-to-day operations. This is a full-time position.

Essential Functions & Responsibilities:

Internal Operations Management:

Develop and maintain process documentation to improve workflow efficiency and accountability across departments.

Partner with Team Read staff to create and implement organization-wide systems such as file storage, centralized account management, and internal task-tracking documentation.

Program Operations Support:

Spearhead collaboration between Team Read staff and school districts' staff to optimize teen coach and student reader operations, including annual program calendars, onboarding processes, site materials management, and student referral/enrollment systems. Coordinate scheduling, logistics, and resource distribution for program activities.

Data Management:

Manage and maintain program and development data using various software platforms, like AirTable, for accurate reporting and communications.

Provide site-level data support, roster setup, troubleshooting of tech-related issues, and support for tools like Zoom.

Oversee the organization's use of cloud tools (Teams/SharePoint, Google Drive/Google Classroom) and shared drives.

Provide staff training/support on cloud tools and ensure efficient collaboration and document management.

Organizational Systems Integration:

Ensure integration of programmatic and financial data between different tools and systems.

Liaise with IT consultants to assist with basic IT support, including troubleshooting, setting up software, and maintaining Microsoft 365 tools.

Administrative Support:

Perform general administrative duties including scheduling meetings, managing calendars, filing documents, and responding to inquiries.

Maintain office supplies inventory and order new materials as needed.

Assist with preparing reports, presentations, and correspondence as required.

Manage and coordinate the organization's calendar, including tech subscriptions, district spreadsheets, and program schedules.

Bookkeeping Support:

Manage basic bookkeeping tasks such as processing invoices, managing receipts, tracking expenses, and reconciling accounts.

Work with the finance team to ensure that financial records are up-to-date and accurate.

Assist in the preparation of budgets, financial reports, and support audits as necessary.

Required Skills/Abilities:

Proactive, curious, and able to ask insightful questions to improve operational systems.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). Comfort with spreadsheets and logic formulas, with knowledge of Airtable or other database systems.

Experience in basic bookkeeping and financial record-keeping, with keen attention to detail.

A change agent who can drive initiatives and help implement new processes while demonstrating patience and support for others during transitions.

Excellent systems thinking and problem-solving skills, with a focus on mentorship and team support.

Strong interpersonal skills to build relationships, influence change, and engage staff in operational improvements.

Excellent written and verbal communication skills, including the ability to effectively convey complex information.

Knowledge of (or ability to learn) relational databases, systems security, and compliance with data regulations (DSAs, FERPA, WATCH checks).

Ability to work on-site approximately 60% of the time, either at the central office or at program sites. 40% work from home option currently available.

Education and Experience:

2-3 years of experience in office management and operations, with a demonstrated ability to improve organizational systems, databases, and operational processes.

Experience with bookkeeping and financial reporting is desired.

Familiarity with relational databases and experience in managing operational systems is a plus.

BA preferred, but not required, based on work experience and skill level.

Physical Requirements:

Ability to lift up to 50 lbs occasionally (e.g., packing, moving, and delivering supplies to program sites).

Prolonged periods of sitting or standing at a desk and working on a computer.

About Team Read:

At Team Read, we believe every child is capable and deserving of becoming a great reader, and every young adult should have access to meaningful paid work experience. For over 25 years, we've been closing educational opportunity gaps through our unique after-school and summer program that pairs striving 2nd to 4th grade students with caring high school reading coaches for a powerful year of peer tutoring that dramatically impacts them both. Annually, we recruit and train about 400 teen reading coaches who are paired with student readers for one-to-one tutoring across four public school districts in the Puget Sound region – Seattle, Highline, Renton, and Tukwila.

Team Read is committed to growing educational equity and implementing anti-racist practices, through our programs and as an organization. We do this in partnering with and impacting school systems, by increasing access and opportunity for youth who are furthest from

educational justice and through the intentional selection of school partners and program participants.

Team Read offers robust benefits. We offer very generous paid time off, including 80 hours of PTO in the first year of employment, 11 paid holidays, and an additional 10 paid days off during school breaks. We also provide 1 hour of paid sick time for every 40 hours worked. Additional benefits include 100% premium coverage for employees on medical, dental and vision, and an opt-in Simple IRA with a 1.5% match. This is a hybrid role, expected to spend some time working from home, some time in the Team Read office, and some time visiting Team Read sites, partners, and supporters. The Team Read office is located at the Seattle Public School District (SPS) headquarters, in the “SoDo” neighborhood of Seattle in the beautiful Pacific Northwest. This site offers the opportunity to be part of a larger community of people committed to public education and to work closely with SPS personnel who partner with Team Read.