

## **Sistema Tulsa – Manager of Operations (Posted December 17, 2020)**

*Classification: Full-Time with benefits (health insurance benefit, paid vacation time and available sick days after a certain length of work, and 403b with up to 6% of base salary match after the first full year of work).*



To apply please send a short personal statement and resume to [jlhernandez@bostonavenue.org](mailto:jlhernandez@bostonavenue.org)

**Impact description:** Now in its 6th year, Sistema Tulsa is a tuition free, social change through music organization of the Boston Avenue United Methodist Church. Students from Elementary through High School learn music and important life skills; and the community is energized around their progress and success. The program instills a sense of focus, community, resilience, and joy to all participants. The Manager of Operations is a self-starter, independent thinker who can take broad ideas and give them shape. A team player who innovates with systems improvements to benefit the operation of the program; is creative, can learn and manage a variety of technology, and is able to adapt to and cope with change. The ideal candidate will be passionate about the arts and education, have excellent communication skills (both written and spoken), and willingness to work in a church ministry and missional context. 60-70% of the job (during the school year) is related to “on-the-ground” operations, ensuring that our programs are run efficiently, responsibly, and according to best practices. Other work is geared towards visioning and working to grow the impact and reach of the program through the cultivation of volunteers and partners who can invest a variety of resources to benefit our mission and community. Sistema Tulsa is poised to grow in outreach and scope in the next few years.

This job reports to the Sistema Tulsa Director; works closely with the Director of Education and Boston Avenue program staff, works in collaboration with the Advisory Board, program faculty, schools leadership and other community partners. Sistema Tulsa is a free-tuition after school music program and ministry of the Boston Avenue United Methodist Church, serving approximately 120-180 students each academic year. Our main site is located at the Boston Avenue United Methodist Church. Future satellite sites or “Music Hubs” are being planned for 2021.

### **Daily Program operations (Spring Semester)**

- Supervise, coordinate and model the “Safety First” protocol; take and log temperatures for teachers and students who enter the building; ensure social distancing and mask-wearing before they enter classrooms.
- Manage Zoom technology for on-site and off-site lessons including links, hosting, and real time supervision; take student attendance and create reports.
- Communicate with parents about any relevant issues, including but not limited to upcoming events, program updates, discipline, and/or attendance – draft a weekly email to volunteers and to parents and create a physical and e-bulletin board
- Design and engage logistical processes for participants while in the building

- Schedule and receive Food Bank deliveries and follow-up with reports
- Log volunteer hours, assign duties, and support their activities; grow participation
- Ensure that all work areas including the welcome desk, classrooms, and closets, are always clean and tidy (in cooperation with the Facilities Team)

*Attend weekly staff meetings and engage with the Boston Avenue program staff and Sistema Tulsa leadership. Work during all performances and showcases including field trips and special events.*

### **General administrative activities**

- Act as program ambassador and liaison to program families, partners, and funders
- Engage with our expansion projects (satellite, Music Hubs), including training of volunteers and assisting with program ramp-ups and supervision
- Assist the student recruitment process including connecting with prospective families
- Prepare and organize participants ID badges, t-shirts, and lanyards (order inventory)
- Manage inventory of assets including instruments, technology, and teaching materials
- Manage enrollment; maintain complete and accurate records for every student; update the master student enrollment files on Google Drive
- Manage the Food Bank snack program and complete reports in a timely manner
- Check and respond to email and phone communications in a timely manner
- Update Family and Volunteer handbooks and set the agenda for orientation sessions
- Recruit and organize volunteers through the church; engage partner agencies
- Onboard faculty for payroll; create timesheets, process and update background checks
- Support Advisory Board members and prepare quarterly meeting minutes
- Form a hospitality group that supports appreciation activities
- Assist with fundraising activities or projects
- Keep records and relevant data for grant applications, church reports, program annual report, and ongoing assessment
- Assist the Director to accurately track operational expenditures; process payroll, invoices, and expense reports when needed
- Coordinate ticket sales operations for benefit concert and other special events
- Schedule instructional and performance space on and off site
- Submit room assignments and events to the church master calendar and check for potential overlap or conflicts with other departments
- Update the Boston Avenue Ambassadors and other staff as needed with pertinent program information.

*To submit an application, please follow the instructions as listed in the job description. The list of duties provided job descriptions are not an exhaustive list but meant to serve as examples of possible duties. Additional duties may be determined by the Program Director. It is the policy of Boston Avenue United Methodist Church to provide all persons with equal employment opportunities without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, marital status, disability, age or Veteran Status. Employment is at-will, subject to passing a background check and complying with all policies.*