



## **Operations Manager Job Description**

**Title:** Operations Manager

**Posting:** November 12, 2020

**Closing Date:** November 27, 2020

**Type:** Full time, salary employee

**Location:** Denver Metro Area

**Supervised by:** Executive Director

### **About the Organization**

Colorado People's Alliance (COPA) is a racial justice, member-led organization dedicated to advancing and winning progressive social change locally, statewide and nationally. COPA builds power to improve the lives of all Coloradans through leadership development, organizing, and alliance building.

Our work is conducted through a racial justice lens because we understand that systemic oppression is the root cause of the issues we work on. We believe that those who are closest to the pain should be the ones leading the work for change, which is why we have a member-led model to ensure our community leads our work.

COPA works on Economic, Climate and Immigrant Justice issues. We are fighting for clean air and clean water, for the dignity and humanity of all immigrants regardless of color or status, and for an economy that works for all of us, not just corporations.

### **Position Summary**

COPA is working to build power in Colorado by working with those most directly impacted by the issues. The Operations Manager is responsible for managing administrative tasks contributing to the overall operation of the organization including but not limited to: systems for grassroots fundraising, organizing, vendor management, human resources, IT communications, benefits management, insurance management, and overseeing office maintenance. Additionally, the Operations Manager is responsible for limited bookkeeping responsibilities, coordination of meetings/events, and some communications.

### **Qualifications**

- Have deep understanding and commitment to a racial justice framework
- Have deep understanding and commitment to gender equity
- Ideal candidate will have 2-4 years of experience in operations and working with non-profit organizations
- Demonstrated ability to build consensus, negotiate within a highly collaborative work environment, and practice confidentiality.
- Ability to work independently and to drive and manage own workload. Ability to manage several tasks/projects concurrently and prioritize work effectively.

- Excellent interpersonal skills and ability to build genuine relationships with community members
- Strong mobile communication skills and computer skills
- Flexibility to work outside normal business hours that include evenings and weekends
- Versatile team player who can work with others and on their own
- Access to reliable transportation

**Compensation**

COPA offers a comp time policy, generous vacation package and sick days. We offer mileage reimbursement, a work cell phone, and cover 100% of health and dental insurance. Annual salary starts at \$49,000 a year and it is based on experience.

**How to Apply**

Send resume, cover letter and three references to Lizeth with the subject line "Operations Manager Application" to [lizeth@coloradopeoplesalliance.org](mailto:lizeth@coloradopeoplesalliance.org).