



Operations Manager

Mission: Breakthrough’s mission is to prepare students who possess high academic potential, but limited educational resources, for competitive high school programs and college admission. In addition, we train talented college and high school students for careers in education.

Vision: At Breakthrough Houston, we envision a day when all children will have equitable access to quality education and teachers who are committed to students’ academic success.

Our Programs

Summer: The Summer Program runs for 8 weeks and begins with an intense 2 week long orientation for the teachers, followed by six weeks of classroom work for the rising 7th, 8th and 9th grade students in literature, writing, math, science and electives. It ends with a 3 day evaluation week for the teachers.

School Year: The School Year Program meets 12 Saturday mornings during the school year and includes English and Math classes and tutorials. BTH also provides tutoring for any student making a grade of 80% or below to ensure that each student has the high GPA required for admission to a competitive high school and eventually to college.

College Bound: The BTH College Bound Program is part of our six-year commitment to our students. This program strives to ensure that each of our students remains on the path toward college admission with a mentor match program, SAT/ACT prep classes, career and college counseling, and help with resume building.

Job Title: Operations Manager

Breakthrough Houston seeks a talented and enthusiastic team member who will help lead the day-to-day management and administrative operations of the organization. The ideal candidate has an operations or special projects background in an educational non-profit, and is experienced, poised, and able to develop and execute highly efficient, effective systems for managing resources, information, and relationships. The Operations Manager works collaboratively with all staff, including the development and program teams.

Principal Duties and Responsibilities:

Operations and General Administration

- Act as the office manager and ensure smooth office operations regarding internet, copy machine, postage machine, IT support/coordination/virtual issues
- **Transportation coordination** for Summer Program including working with HISD on busing routes and lists of students with addresses. Make signs for buses indicating routes for students. Attend “Meet the Teachers” event at the beginning of summer to go over bus routes with families. Assist Special Events interns with busing for field trips.

- Coordinate food services for Breakfast and Lunch during the summer program for 3 program locations.
- Work with Executive Director and oversee the utilization of facilities for summer and after school programming; this will be at St. John's School, Gregory Lincoln Education Center, and a school inside Connect Community. Keep up with MOU's created for 3 locations.
- Support the Executive Director with projects and assistance when needed.
- Oversee changes to the BTH website using Word Press.
- Keep up with MOU's decided on by Executive Director for HISD, SJS and Connect Community
- Manage the Vendor Relationship with HISD (Approved Vendor Status)

Human Resource Responsibilities

Ongoing

- Track PTO for all full time staff
- Help to create surveys when needed and organize team building events
- Assist Finance Director with Follow through for FT and PT staff and onboarding process

Americorps - seasonal for Teaching Fellows only

- For Americorps members starting in the summer of 2021, support Breakthrough Central Texas in completing the onboarding process required including providing information, following up on paperwork, background checks and missing documentation.
- Track TF completion of eGrants/My Americorps enrollment and exit and follow-up with TF's as necessary.
- Conduct previous term of service verifications
- Track TF completion of payroll documentation and enrollment; assist in collecting missing documents and timesheets submitted to Ct Tx and notify Ct Tx of any required payroll changes
- Other Americorps tasks as needed throughout the summer

Qualifications

- Strong commitment to the mission and values of the organization.
- Bachelor's Degree required
- Proficient in Quickbooks, Excel, MS Word, and Power Point
- Experience with Word Press a plus but willingness to learn is required
- Prior office manager experience in an educational or professional setting a plus
- Excellent verbal, written, and visual communication skills.
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision.
- Willingness and ability to take initiative as appropriate.
- Strong desire to learn and grow professionally.
- Highly organized with the ability to multi-task and deliver commitments in a timely manner, with exceptional attention to detail.

Hours

- Breakthrough is a fast-paced, needs-responsive environment. While office hours can be flexible, full-time employees may work more than 40 hours per week on a regular basis.
- Some evening and weekend work is required.

Compensation and Benefits

- Competitive annual salary, commensurate with qualifications and experience.
- Health, dental, and vision insurance; Breakthrough pays 100% of employee premiums.
- Optional 401k plan available.

To apply, send resume and cover letter to:

Kathy Heinzerling, Executive Director kheinzerling@sjs.org
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