



EMPLOYMENT OPPORTUNITY

Position: Operations Manager
Reports to: Executive Director
Hours: 40 hours/week
Salary: \$59,280 to \$64,480

JOB SUMMARY

Mother Nation is a Native led non-profit organization offering cultural services, advocacy, mentorship and homeless prevention based in the State of Washington. Mother Nation celebrates and inspires the success of Native American families to honor the beauty and strength of Native American culture, spirituality and values built on the ancestral strength of each participant.

The Operations Manager is a key player in the Leadership Team and reports directly to the Executive Director. The Operations Manager is responsible for daily business operations to ensure the organization's ability to provide effective cultural programming and emergency services. The Operations Manager is responsible for creating a welcoming and accessible space for all survivors and guests by creating a nurturing, trauma informed care environment that centers on Native culture. Managing the operations at Mother Nation includes providing oversight and leadership to the Administration and Finance team on a day to day basis and human resource activities as required with staff. The Operations Manager will be responsible for completing special projects as assigned by Executive Director.

JOB DUTIES

- Manage general operations building infrastructure to ensure overall business operations; integrate cultural practices into daily operations and procedures whenever possible.
- Provide direct supervision of Administration Team, and Accounting support team to ensure smooth and communicative operations working with Accounting Manager on fiscal management support.
- Intentionally and actively foster positive working relationships and organizational culture.
- Provide oversight of any IT or infrastructure routine or special projects, including hardware inventory, internet/firewall management, and software/program subscriptions.
- Support Executive Director in tracking expenditures for all operation expenses.
- Manage insurance policies, office procedures, and maintenance for Mother Nation vehicles, drivers, telephones and other related activities to Cultural Response Team.
- Work with Executive Director in updating payroll and human resources policy, procedures, and documentation.
- Oversee Administrative team in operations of weekly Yeha:wi Healing groups, purchase of supplies, IT and equipment support to Elder Facilitators.
- Coordinate set up and train staff on use of Sharepoint for centralized storage of shared files.
- Responsible for creating a safe work environment including Personal Protective Equipment (PPE), shelter in place supplies, and staff training in emergency drills/evacuation.
- Work with Project Coordinator of Communications and Operations Assistant to ensure all communications, including voicemails, website and social media are updated and accurate.

PROGRAM DEVELOPMENT SUPPORT

- Attend trainings with Mother Nation Elders and professional development as needed.
- Attend and represent Mother Nation at community events related to position.
- Collaborate and build on relationships with other service providers in cultural informed healing and mobile advocacy field for Indigenous women on and off-reserve.
- Actively participate in Mother Nation events including pow wows, Healing the Spirit Gatherings, and other Tribal community events.
- Collaborate with Mother Nation Leadership as needed with organizational development, including, strategic planning, and organizational structure.
- Collaborate with leadership team to create partnerships to grow the organization in services, advocacy, and staffing.
- Able to be flexible and adjust work hours to requirements of the organization including occasional overtime and/or work outside of normal business hours, as needed.

QUALIFICATIONS

- Bachelors degree in Business Administration or related area of study or equivalent work experience up to three years in operational management and supervision.
- Must possess high levels of cultural competency and/or sensitivity to the Native American/Alaskan Native community in line with Mother Nations cultural integrity and principles
- Strong oral and written communication skills
- Ability to complete tasks in a timely manner with minimal supervision
- Cultural or traditional knowledge/background
- Sensitivity to the cultural integrity of Mother Nation and participants
- Must be a team player
- Must be flexible to shifting priorities, with the ability to multi-task
- Ability to maintain confidentiality
- Proficiency in 2010 Microsoft Office Suite
- Proficiency in excel spreadsheets
- Strong organizational skills with attention to detail
- Dependable transportation and valid Washington State Driver's License
- INSTRUCTIONS FOR APPLYING:

Apply with resume and cover letter to:

Email: info@mothernation.org

Mail: 4250 S. Mead St. Seattle, WA 98118

Attention: Executive Director