



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

OPERATIONS MANAGER

SUMMARY

For 40 years, the Lussier Community Education Center (formerly the Wexford Ridge Neighborhood Center) has drawn in children, youth, adults and elders from all walks of life to take care of one another and create a more just, healthy and vibrant community. Each year the LCEC's 12,000-square-foot green-built structure welcomes thousands of people and hundreds of activities to build community, create opportunities and enrich education.

The **Operations Manager** ensures a safe, vibrant, welcoming, productive and organized Center for staff, volunteers and community members. This position is responsible for public use of the Center and management of facilities, general office operation and human resource administration. The Operations Manager will assume supervisory responsibility for staff within these functions. Strong candidates will be highly organized, detail-oriented, collaborative and flexible. They also will be able to inspire and engage community members, staff, interns and volunteers from widely varying backgrounds. They will be able to effectively manage a diverse set of responsibilities and multiple simultaneous projects while developing and maintaining internal systems to streamline work. This full-time position reports to the Assistant Director.

HOURS: Full time, generally 10am-6pm Mon-Fri with some evenings and weekends

COMPENSATION: \$42,000 plus health and disability benefits and paid time off

KEY RESPONSIBILITIES

Manage facility and property (building, grounds, LCEC vehicles, etc.)

- Supervise facilities and operations volunteers and staff (including Custodian and Weekend Custodian)
- Coordinate schedules so the building is staffed 8am-9pm Mon-Fri and 10am-4pm Sat (and Sun by arrangement)
- Coordinate maintenance, repairs and inspections necessary to keep building and equipment fully operational and safe
- Ensure LCEC grounds are appropriately maintained
- Facilitate maintenance, inspection/compliance and proper staff usage of LCEC vehicles
- Manage the LCEC's IT operations (infrastructure, hardware, software, etc.), including general trouble shooting, coordination of IT volunteers and vendors to ensure technology continuity
- Supervise, and guide front desk volunteers
- Manage use of LCEC storage spaces and flow of donated goods

Oversee community use of the facility

- Ensure that a vibrant, diverse and growing array of groups uses the LCEC facility to benefit the community
- Supervise, support, and provide backup to the Administrative Assistant, who serves as primary contact for individuals and groups regarding building use
- Ensure accurate, timely communication about Center happenings with staff, volunteers and community members
- Oversee coordination of MadWest Winter Farmers' Market (Nov thru Feb); supervise part-time Market Manager
- Coordinate monthly community dinners
- Coordinate annual school supplies drive (in summer) and holiday gift drive (in December)

proud to celebrate 10 years in this building and 40 years of people caring for one another

55 S Gammon Rd, Madison WI 53717 | tel: 608.833.4979 | fax: 608.833.6919 | LCECmadison.org

Support human resource and finance administration

- Coordinate logistics of staff recruitment, selection and hiring, including benefits enrollment and renewal
- Maintain personnel records and comply with all human resource reporting requirements
- Manage semi-monthly payroll, including paid time off
- Handle day-to-day financial functions, including bills and proper maintenance of financial records

Participate fully in shared work of the LCEC, including neighborhood events, staff retreats/meetings, and other projects as they arise.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Experience with facilities/building operations/maintenance, human resources and/or finance
- Demonstrated experience contributing to and bringing the best out of staff or volunteers as a supervisor
- Demonstrated ability to promote teamwork as well as take initiative and work independently
- Demonstrated ability to organize multiple projects/priorities and develop and maintain systems to streamline work
- Understanding of and appreciation for socio-economically, ethnically and culturally diverse communities
- Positive, cheerful and welcoming attitude
- Excellent communication and relationship building skills
- Proficiency with common office software programs

PREFERRED QUALIFICATIONS AND EXPERIENCE

- At least 2 years of supervisory experience
- At least 1 year of facilities/building operations/maintenance experience or human resource and/or finance experience
- Multiple language proficiency (English plus Spanish, Hmong, Arabic, etc.)

TO APPLY

Download the application at LCECmadison.org or pick up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Send to Paul at paul@LCECmadison.org or by mail.

Applications received by **April 19, 2019**, will be given first consideration.

LCEC is an EOE/AA employer.