

Georgia Conflict Center Operations Manager

Position Description

georgiaconflictcenter@gmail.com



Georgia Conflict Center (GCC) is now searching for someone who can work with our team 20 hours per week beginning early January 2021. We will compensate at an hourly wage starting at \$15 per hour (depending on experience), paid on a monthly basis.

Georgia Conflict Center is a nonprofit organization committed to building peace with justice in the communities we serve, particularly through preventing violence and creating just and restorative institutions and social structures. We build community capacity through training, coaching, and facilitation in the areas of nonviolent communication, conflict transformation, and restorative justice.

GCC is a relatively young non-profit organization whose leadership, contractors and Board are committed to internally serving one another in the way(s) we try to serve every client. *Conflict is inevitable, violence is not* is a powerful six-word claim. Our small team of Co-directors, board members, and restorative coordinators honor one another by being reliable (following through with quality work), respectful, and transparent before conflict interferes with our work. Another way to describe our culture is that we honor relationships. We trust one another. We value input and feedback. We do not internally operate differently from how we serve community members. We are committed to restorative practices.

Some Details:

1. Honoring the GCC mission of building peace with justice in the communities we serve.
2. Some flexibility in work schedule, yet we are all about communicating our needs in advance.
3. Requires proficiency in Microsoft Word and Excel (PowerPoint a plus), use of Google Docs, and basic editing functions within major social media platforms, MailChimp, and our website editor—on which you'll be trained.
4. Ability and willingness to learn QuickBooks.
5. Updating directors and board leadership of work status, milestones, etc.
6. Clear writing and proficient math skills for contracts, reporting, financial management.
7. Completion of a background check may be required.
8. Preferred Qualifications: Two- or four-year degree and demonstrated leadership and non-profit experience.

Duties Include:

1. Maintain federal and state licenses and notifications.
2. Report work milestones or issues to directors and/or board each month.
3. Communicate with directors, board president (sometimes interns) via phone, email in a timely manner.

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4. Website forms, email, and social media responses in a timely manner.
5. Coordinate the quarterly creation and publication of newsletter in MailChimp.
6. General office duties may include:
 - Renewing liability insurance;
 - Purchasing office supplies;
 - Developing a google calendar of important GGC dates and deadlines;
 - Delivering and retrieving mail, checks to/from post office and the bank.
7. Financial – Taxes, Fee for Service, and Grants
 - Coordinate payment of employment tax with Treasurer, or accountant.
 - Write checks to contractors; keep accountant apprised.
 - Coordinate purchase orders and fee-for-service and grant invoicing.
 - Process/deposit payments, including PayPal.
 - Quickbooks:
 - Enter deposits and reconcile QB with bank statements;
 - Run reports for Executive Director and/or Board as needed;
 - File receipts, copies of checks, payments received.
8. Donors and Fundraising Activities
 - Print and mail merge end-of-year appeal letter to be received by Dec 15.
 - Process/deposit donations, PayPal.
 - Provide donation tax statements to donors by mid-January.
 - Keep business and donor databases updated.
 - Help maintain relationship with donors and grantors.
 - Organize, serve as primary contact for fundraisers; work with volunteers, staff, Board.
 - Make donation solicitation packages and track in-kind donations.
 - With accountant, report fundraising numbers to the ED and Board.
9. Training Programs, as needed and directed by directors
 - Participate in training programs (these will be paid for by GCC).
 - Coordinate, promote, handle logistics and client contact for training.
 - Manage program materials and curriculum.
10. Accountability
 - Annual Evaluation by Executive Director and ongoing feedback.
 - Meeting milestones/deadlines. The scope of work and specific deliverables are determined by the Board of Directors and under the direction of the ED.
 - All other aspects of employment are outlined in the Personnel Policies and Procedures being used by the GCC Board.