

BMAC:

Job Opening Executive Operations Manager, Walla Walla, WA

This new, full time position will report directly to the Chief Executive Officer and join 59 employees who serve 5,000 clients in SE Washington. The Executive Operations Manager will provide administrative and operational support to the Chief Executive Officer (CEO) as well as for the management staff, BMAC Board of Directors (Governing Board), and housing groups' boards.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:

HR@bmacww.org

The job application is available in our office or online at <https://bmacww.org/aboutus/employment>.

This position is open until filled. First review of applications will be held on Monday, September 14th, 2020. Questions: Lisa Mathias, Human Resources Director
509-529-4983

BLUE MOUNTAIN ACTION COUNCIL

Walla Walla, WA 99362

JOB
DESCRIPTION

POSITION TITLE:	Executive Operations Manager	REPORTS TO:	Chief Executive Officer
EMPLOYMENT STATUS:	Nonexempt	SUPERVISES:	No one

HOURS OF WORK: Up to 40 hours per week

SALARY: Level 17-18 \$23.99 to 29.67 per hour, DOQ (depending on qualifications)

GENERAL DESCRIPTION/ BASIC FUNCTION: To provide administrative and operational support to the Chief Executive Officer (CEO) as well as for the management staff, BMAC Board of Directors (Governing Board), and housing groups' boards. Must comply with all applicable federal, state and Blue Mountain Action Council policies and procedures, and with confidentiality agreement.

WORK CONDITIONS AND SITE: Work is performed in an office environment with frequent interruptions. Some travel (primarily local) required for meetings and other duties. Occasional overnight or multi-day regional/statewide travel for trainings.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

1. Provide administrative support for the BMAC and housing groups boards:
 - a. Schedule and provide support for board and committee meetings, including such preparatory work as creating and mailing board meeting packets.
 - b. Prepare board correspondence, reports and other information as authorized by the Board Chair and the CEO.
 - c. Responsible for writing and typing minutes of each board meeting and allowing the board secretary to review such minutes with sufficient time between mailings.
 - d. Maintain binders of all board meetings and board resolution originals for easy reference.
 - e. Submit nonprofit annual reports with fee payment to Washington Secretary of State's office.
 - f. Responsible for planning and carrying out BMAC's Annual Celebration event, including obtaining event site; issuing and tracking invitations; arranging for caterer; creating awards for outgoing board members, staff tenure (five-year increments), and select volunteers.
 - g. Track membership of each board member, including sectors represented, term dates and contact information.
2. Provide administrative support to Executive staff
 - a. Provide research and editing support for BMAC CEO and Directors to develop reports, forms, grants, correspondence, and employee materials. Provide primary support to CEO and Directors for regular, ongoing agency outcomes and client data reporting requirements.
 - b. Assist the CEO in meeting/tracking/maintaining board-related Community Services Block Grant (CSBG) Organizational Standards requirements including entry of appropriate information into the state's CSBG website.

- c. Maintain Organizational Standards including support for review and necessary updates of Bylaws every two years.
 - d. Manage BMAC calendar for meetings and onsite gatherings.
 - e. Provide consistent administrative support for CEO which includes appropriate routing for phone calls and away messages when CEO is absent, file maintenance for the CEO, board, personnel, housing groups and others as directed by the CEO, and specific executive correspondence as directed by the CEO.
 - f. Attend BMAC Board, committee, Housing Groups Board, and staff meetings as required.
 - g. Prepare and distribute all-staff meeting minutes.
 - h. Know and understand the agency's philosophy/history, and work cooperatively with all staff to achieve the agency's overall goals and culture.
 - i. Submit annual nonprofit reports and fee payments to Washington State Secretary of State's office for BMAC and each separate housing group property. Maintain an updated list of reports/fees submitted.
 - j. Assist with preparation of special events.
3. Provide Data, Technology and Website support
- 1. Assist with administration of web-based volunteer management system including back-end maintenance, ensuring ongoing functional links and accurate online application materials, and working with volunteers to utilize online scheduling and support functions.
 - 2. Maintain volunteer application files, and complete background checks and volunteers through the Washington State Patrol and any other reference system required by the CEO.
 - 3. Maintain a list of media outlet contacts and, as needed, prepare information for public posts. Review area newspapers and social media for articles about or related to BMAC in order to inform appropriate staff for response.
 - 4. Maintain overall understanding of BMAC website development and maintenance. Provide minor updates or corrections to website content.
 - 5. Respond to emails sent to info@bmacww.org and bmac@bmacww.org directly or by forwarding the email to its correct recipient.

BASIC PERFORMANCE EXPECTATIONS OF ALL STAFF:

- 1. Comply with all program and Blue Mountain Action Council policies and procedures, and with the confidentiality agreement(s).
- 2. Possess/be willing to develop strong communication and interpersonal skills.
 - a. Ability to work independently as well as with a team to achieve objectives and assignments.
 - b. Ability to use good interpersonal relationship skills.
 - c. Ability to follow written and verbal instructions.
- 3. Model respectful workplace expectations:
 - a. Work respectfully with diverse populations and lifestyles, treating all with respect, honesty, consideration, and cooperation.
 - b. Embody teamwork and cooperation within and across departments and with the public.
 - c. Keep your department manager apprised of important matters ongoing within the department.
 - d. Serve as a positive example to other personnel with regard to workplace actions, decisions, work skills, attitude, and adherence to workplace policy and procedures.
 - e. Be honest, fair, and dependable.
 - f. Demonstrate regular and timely attendance.
- 4. Meeting and training expectations:
 - a. Attend all scheduled staff meetings.

- b. Attend training sessions as required by the funding source or the agency.
- c. Attend any other meetings or trainings as required.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary work with occasional light physical work. Most duties are performed at a desk.

1. Must be able to lift 20 pounds.
2. Must be able to hear, speak, write and read.
3. Must be able to sit or stand at desk for the majority of time.
4. Must be able to transport/move supplies to meetings and events; such supplies can include a laptop computer, multiple copies of meeting packets and other documents.
5. Must be able to set up meeting rooms. This can involve pushing, pulling and/or lifting tables, chairs, materials, etc., to accommodate meeting set-up needs.
6. Repetitive motion; substantial motion of the wrists, hands and/or fingers.

REQUIRED SKILLS

1. Must possess excellent oral and written communications skills.
2. Ability to read and comprehend a wide variety of material.
3. Demonstrate proficiency with computers.
4. Ability to follow written and verbal instructions.
5. Ability to compile data accurately.
6. Ability to compose well-written reports, correspondence and other materials.
7. Ability to organize time and multiple projects to achieve maximum task accomplishments.
8. Ability to type 60 wpm accurately.
9. Ability to maintain confidentiality.
10. Ability to prioritize and manage multiple projects.
11. Ability to file written materials and to maintain an orderly filing system.

QUALIFICATIONS:

1. High school diploma or GED and four (4) years of college in related field; significant lived experiences or relevant work experience may be substituted for the college requirement.
2. Four (4) years' experience in office management, human resources, or business administration.
3. Experience working with computers and Microsoft Word, Excel, Publisher and Outlook.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Revised 3/2018; updated 01/2020