



# Job Announcement

Job Title: Operations Director

Reporting to: Executive Director

## Background:

Founded in 1982, the Mid-South Peace and Justice Center (MSPJC) is a membership-based organization dedicated to organizing, strategizing and acting to educate and train new community leaders to drive campaigns of their own for racial, economic, environmental and social justice. We work to build the capacity of disenfranchised communities to organize movements that shift power and dismantle oppression

## Position Summary:

The MSPJC seeks a part time Operations Director with at least two years experience in managing operations in a social justice organization. The Operations Director will be expected to: 1) oversee internal operations of the MSPJC; 2) oversee and manage financial health of the organization; 3) manage human resources; 4) manage external communications.

## Responsibilities:

### Financial Management and Oversight

- Working with the Executive Director, manage financial and organizational planning activities, including:
  - Direct and administer all financial procedures
  - Oversee organizational policies and accounting practices
  - Support and advise the ED in decision making
  - Support organizational and program budgeting process
- Manage accounts payable, cash disbursements, cash receipts, accounts receivable, and consultants.
- Assist external accountant with monthly account reconciliations and an annual financial review.
- Prepare financial reports and analyses for internal and external audiences with direction from accountant.
- Provide overall financial oversight and monitoring.
- Ensure that relevant financial data is presented to the ED and Board of Directors

## Operations:

- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements.
- Maintain records for contracts, business registrations, and insurance enrollments
- Manage insurance acquisition and policies
- Board of Directors: work with the DD to provide staff support and guidance to the Board Finance Committee and any other relevant board committees.

**OFFICE**  
1000 South Cooper Street  
Memphis, TN. 38104

**PHONE**  
901.725.4990

**FAX**  
901.725.7858

**EMAIL**  
[center@midsouthcenter.org](mailto:center@midsouthcenter.org)

**WEB**  
[www.midsouthpeace.org](http://www.midsouthpeace.org)

**Management & Human Resources:**

- Manage personnel files and HR documents and orient staff to organization policies.
- Administer payroll and employee benefits.
- Assist staff with hiring, orientation, training and termination of staff, interns and volunteers.

**Communications:**

- Manage, monitor and edit external communications such as newsletters, flyers, informational materials, website materials, and email communications.
- Coordinate publication of monthly newsletter.
- Coordinate translation procedures for certain materials.

**Job Requirements:**

- Minimum 2 years experience in managing operations in social justice and/or nonprofit organizations;
- Understanding of issues facing low-wage workers, immigrant communities, and other communities of color;
- Experience, expertise, and skills in organizational operations work—including office operations, communications systems, and finance management;
- Proficiency with computer operations and programs, including QuickBooks, excel, word, database;
- Supervision abilities, and the ability to share administrative skills through mentoring
- Agreement with MSPJC vision and values;
- Excellent communication and organizational skills—good attention to detail and well organized;
- Self-motivated—proven ability to work independently;
- Ability to work well with diverse groups and populations;
- Dedication and ability to work flexible hours;

**Salary and Benefits:**

Living wage compensation for part-time employment (approx. 20 hours per week.) Includes benefits including health care, vacation, and sick leave.

The Mid-South Peace and Justice Center is an equal opportunity employer. People of color, women, and transgender people are encouraged to apply.

**To Apply:**

Please forward via email a letter of interest, resume, and any references to Jacob Flowers ([jacob@midsouthpeace.org](mailto:jacob@midsouthpeace.org)).

Please include “Operations Director Position” in the subject line.

**Deadline:** February 28, 2012 or until filled.