

Position: Operations Manager (Part Time)

General Job Description: Project Zawadi (PZ) is a small Saint Paul-based non-profit organization doing educational work in Tanzania. Project Zawadi's mission is to partner with communities, schools, and teachers to support quality education for Tanzanian children and youth. Services are delivered in Tanzania via a staff of 12 working in three program areas: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers).

The Operations Manager will be responsible for providing administrative assistance to the Executive Director, an engaged Board of Directors, staff, and donors in support of achieving programmatic objectives.

Major Duties and Responsibilities:

- Completes a broad variety of administrative duties including but not limited to: on and off-site meeting and travel logistics, organizes and distributes agendas and minutes of Board and Committee meetings, internal and external correspondence, website and social media content development, and provides project support as needed.
- Provide administrative support to fundraising efforts including the Annual Appeal, Spring Capital Campaign, and grant writing and reporting.
- Updating and expanding the organizations policies, procedures, contact lists, GuideStar, and Charities Review Council profiles, and the employee handbook as directed.
- Interacts as appropriate with staff, Board, volunteers and donors in a positive and effective manner.
- Attends meetings and events as appropriate.
- Performs additional responsibilities as assigned.

Qualifications for the Job: Two or more years of administrative experience, preferably with a non-profit. Broad proficiency in Microsoft Office products and the ability to quickly adapt to new software and applications such as our customized CRM. Excellent interpersonal/communication skills and relationship building skills. Highly organized and flexible while managing numerous details efficiently and self-directing in a multi-tasking environment with minimal supervision. Experience in Tanzania or East Africa is a plus. Ability to work independently and communicate clearly via email, text and telephone.

The position is part-time (20 hours per week) with very flexible scheduling and some work from home is possible. Occasional evening and weekend hours for meetings and special events.

Applicants should submit their cover letter (including salary history/requirement) and CV by email to: bsinger@projectzawadi.org. Applications accepted until December 6th.