



**PROJECT LIFT, INC.
Job Description**

Title: Director of Operations
Status: Exempt
Reports to: VP Operations

SUMMARY OF RESPONSIBILITIES

Manage the coordination and administration of all Project LIFT's programs, including planning, organizing, delivery, documentation and evaluation of activities. This position requires the ability to lead teams of up to 5 professional direct reports. Work is performed under the general direction of the VP Operations.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Plan the design and delivery of the overall programs and activities in accordance with the mission, goals and objectives of the organization, increasing effectiveness and efficiency and achieving successful outcomes.
- Recruit for participants; ensure recruiting is maintained consistently.
- At the direction of the VP Operations, develop new program initiatives to support the strategic direction of Project LIFT
- Lead site staff meetings with direct reports and staff.
- Provide leadership necessary to successfully promote an effective, safe, alternative learning environment for students from diverse ethnic, racial and socio-economic backgrounds to prepare students for successful transition to college and/or career.
- Organize and implement vocational and educational curriculum; Assess program strengths, improvements and compliance with established playbooks? **
- Ensure clean, neat and organized facilities and grounds
- Supervise and assist Pathway teachers in providing academic guidance to Pathway Academy students.
- Responsible for employee development, evaluations, coaching and progressive discipline and termination.
- Review and suggest changes to policies, internal control and procedures as needed to VP Operations.
- Lead by example with the organization's vision and culture in mind.
- Assure that Project LIFT and its mission, programs, and services are consistently presenting a strong, positive image to relevant stakeholders, including funders, clients, government, business, civic groups, the community and the media.
- Suggest, develop and maintain effective partnerships with local businesses.
- Identify student/participant issues and assess solutions using continuous improvement processes to promote participant/student success.
- Work directly with participants and families as necessary and/or required.
- Manage contract pay sheets for Project LIFT participants, include daily attendance sign in sheet verification and submit to CFO weekly.

- Handle reporting and administrative functions as necessary and/or required.
- Ensure programs operate within Project LIFT's policies and procedures.
- Assist staff and provide support when needed.
- Other duties and responsibilities as assigned.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain high level of confidentiality.
- Competence in leadership, management, teamwork and supervision.
- Ability to lead, educate, train and implement new and innovative strategies as they relate to supervision of team members.
- Exercise discretion and independent judgment with respect to matters of significance.
- Ability to organize information, materials, and ideas for effective program management, to analyze situations accurately, to solve problems and to make decisions.
- Ability to plan and conduct meetings and to speak effectively in public.
- Lead, educate, train and implement new and innovative strategies as they relate to supervision of team members.
- Ability to express ideas effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with colleagues in community organizations, parents, general public, co-workers and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.
- Effective written communication, organizational and computer skills.
- Uphold Project LIFT standards and be able to represent effectively in public.

QUALIFICATIONS:

Associates Degree in a related field or at least of 5 years of equivalent experience in program management.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to sit at a desk and use a computer. The employee is required to stand and walk. The noise level in the work environment varies. Specific vision abilities required by this job include close vision and ability to adjust focus. In addition, the employee must be able to lift up to minimum of 25lbs, able to work in non-air conditioned environment and to stay on feet for extended periods of time.

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.