



Nativity School of Worcester

Operations Associate

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Operations Associate:

Nativity Worcester seeks an ambitious, organized, detail-oriented, and flexible person with administrative and operational experience as well as a proven track record of customer service and creative problem-solving. Serving as an integral member of the staff support team, the Operations Associate provides direct administrative support to the President and the school's staff and faculty. The Operations Associate is responsible for overseeing the business operations and financial systems of the school, overseeing the payment of bills and processing of payroll, developing and sustaining vendor relationships, managing the maintenance of the school's facilities, and assisting with a variety of special projects.

Primary Responsibilities:

Reporting to the President, your responsibilities will consist of the following:

Financial Systems Responsibilities (50%):

- Overseeing and supporting the business operations of the school.
- Managing the financial systems including accounts payable, purchasing, payroll, benefits, insurance, legal compliance, donation reconciliation, and related activities that connect finance and operations to the life of the school.
- Assisting with financial accounting using Quickbooks and Bill.com, audit, and financial statement preparation.
- Overseeing staff credit card expenses and collection of receipts.
- Managing operations and capital budgeting and planning.
- Managing accounts receivable activities including student activity fees and gym rentals.
- Support the Finance and Investment Committees of the Board of Trustees to help manage Nativity Worcester's finances and endowment in a prudent manner by establishing appropriate financial controls and procedures, and providing needed reports.



Human Resources (20%):

- Collaborating with the President to ensure that the human resource policies and practices are clearly articulated, consistently applied and conform to legal requirements.
- Overseeing the logistics behind staff recruitment including updating and posting job descriptions, compiling applications, and coordinating interview schedules.
- Managing the onboarding and exiting process for all employees including benefit enrollment and termination.
- Manage the volunteer orientation, documentation and exit process.
- Managing insurance renewals for medical, property, general liability, cyber, and automobile through Nativity Worcester's broker contact.

Facilities Management and Programmatic Support Responsibilities (20%):

- Purchasing all supplies, food, and other items necessary for the successful operations of the school and its programming.
- Coordinating maintenance, landscaping, and management of the school and faculty house ("Casa Maria").
- Establishing and maintaining vendor relationships.
- Responding to and solving issues relating to any emergency situations (including on evenings and weekends as needed) such as answering calls relating to alarms being triggered or critical maintenance needs.
- Coordinating the setup for frequent school events and activities.
- Handling all information technology needs of the school and Casa Maria Community.
- Handling transportation ways and means, including scheduling school buses.
- Coordinating student meals through Worcester Public Schools and the Federal Free and Reduced Lunch Program.

General Administrative Support and Special Projects (10%):

- Providing administrative support to the President, including but not limited to, scheduling Board of Trustees meetings, preparing and organizing Board reports, and supporting strategic initiatives such as planning for the school's future girls division.
- Assisting the President and other colleagues with special projects and ever-changing needs.

Additional Responsibilities:

- Understanding and promoting the mission, standards and policies of the school and work related to Diversity, Equity, Inclusion, and Anti-Racism. Assist in advancing DEIA efforts such as implementing the school's restorative justice program (training will be provided to accomplish this).
- Ability to support and work with students in an appropriate and caring manner.



- Participate in required school-wide events, professional development days and orientations. Attend and engage in faculty/staff retreats (two times per year).
- This is a full-time, exempt, 12-month position. Work hours may vary (including evenings and occasional weekends) and one late shift (ending at 5:30 pm) per week is required to assist with the extended school day program. Flexible comp time will be provided when working unexpected hours due to emergency needs (e.g. overseeing weekend building maintenance).
- Fulfill responsibilities as articulated in the Nativity Worcester Employee Handbook.

Qualifications:

- High-degree of professionalism with a customer service mindset and strong interpersonal skills.
- Strong organizational skills.
- Ability to be highly detail oriented.
- Strong ability to be adaptable and willing to respond to various evolving needs of colleagues and the school.
- Commitment to diversity, equity, inclusion, and anti-racism work.
- Ability to anticipate needs and proactively suggest solutions.
- Strong understanding of nonprofits and education.
- Ability to work on diverse teams or with a diverse range of people
- Experience or a willingness to learn and utilize accounting and payroll systems, such as Quickbooks, Bill.com, and PayCom
- Strong verbal and written communication skills.
- Ability to handle confidential information.
- Mission-driven, team player, hard-working, and flexible.
- Openness to embracing and promoting the Jesuit mission of Nativity School of Worcester.

MINIMUM QUALIFICATIONS

Education and experience equivalent to: Bachelor's degree preferred and 2+ years of administrative or operations experience. A proven track record managing multiple projects or operations-related tasks. Knowledge of Quickbooks and other accounting software is a plus.

Salary range: \$55,000 - \$70,000. A comprehensive benefits package and benefits such as tuition reimbursement will be provided. Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

To Apply:

Submit résumé and cover letter to Tom McKenney, President, at careers@nativityworcester.org



Equal Opportunity Employer Statement

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from

diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

www.nativityworchester.org