

Philadelphia Youth Basketball
Operations Coordinator
Job Description
April 25, 2019

Organizational Overview

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission of creating transformative opportunities for thousands of young people, especially those from under-resourced families and communities, to reach their full potential as students, athletes, and positive leaders. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately a state-of-the-art youth basketball and education center to enable us to provide empowering experiences to many more children, youth, and families.

Status of Operations

- During the past 46 months, PYB has made notable progress in building a world-class organization, program, and future center. As an organization, we have developed a strong foundation for business processes related to budget and finance, human resources, board engagement, office management, and procurement. We have established the fundamental protocols and policies necessary to run a high-impact program and operation with a \$1M organizational budget.
- PYB is committed to capacity building, ongoing feedback, and continuous improvement efforts that permeate the entirety of our operations. These efforts manifest themselves in our approach to developing young people, as well as the development of our staff team, our board of directors, our programs, and our organization as a whole. We recognize that building a start-up enterprise and a program that is capable of driving and measuring impact is not easy, and requires an intensity of purpose and a high degree of interconnectedness between functional areas of our organization.
- As our organization and program continues to evolve, we have been strategically adding full-time and part-time staff positions with clear sets of responsibilities. As our organization grows in size and complexity, its inter-connectedness with fund development, measurement and evaluation, and staff capacity building becomes more rigorous, PYB recognizes the need for a dedicated Operations Coordinator to lead our operational work.

Primary Scope of Duties

Reporting to PYB's President & CEO, the Operations Coordinator will be responsible for:

- ✓ **Executive Assistance & Board Engagement**
 - Providing Executive Assistant support to PYB's President & CEO
 - Assembling agendas and materials for distribution for all board and staff team meetings
 - Managing and updating of the organizational calendar, as well as that of the President & CEO
- ✓ **Budget and Finance**
 - Serving as the Budget & Finance Committee staff liaison, providing strategy and administrative support
 - Collaborating with PYB's external accounting partner
 - Reconciling monthly operating budgets and sharing updated financial reports with the senior management team
 - Assisting with annual audit and 990 process needs
 - Collecting and filing all organizational invoices and expenses
 - Meeting with CEO bi-weekly to process organizational invoices
 - Collecting, documenting, and submitting receivables to the Fund Development team
- ✓ **Procurement**
 - Working with vendors to make purchases and reconcile invoices
 - Keeping and resolving organizational account receivables
 - Finalizing and filing operating contracts with signatures
 - Resolving claims and insurance policies
- ✓ **Office Management**
 - Facilitating day-to-day administrative duties, including the management of PYB's office phone, email, and mailings
 - Ordering and upkeep of all organizational operating equipment
 - Keeping inventory of all PYB gear and equipment
 - Troubleshooting issues on a daily basis

Desired Knowledge, Skills, and Dispositions

- At least 2 years of experience in a financial management, logistics, and/or executive assistantship capacity.
- A demonstrated interest in sports-based youth development, social impact and social change, and non-profit or sports-management
 - *The applicant's demonstrated interest might come through paid work experience, community service, academic coursework, and/or other formal or informal "learning by doing" opportunities*
- Bachelor's Degree preferred
- Strong communication skills, both verbally and in writing

- Highly developed analytical and organizational skills to manage multi-dimensional projects
- Priding attention to detail
- A deep curiosity and love of learning, and a growth mindset for personal and organizational development
- A robust work ethic and commitment to individual and organizational excellence
- A genuine comfort level with diverse communities
- An appreciation and enjoyment for collaborative work with colleagues and board members

Compensation and Perks

This position will have a salary range of \$30,000 - \$38,000 commensurate with experience. There will be potential for a modest annual bonus and a double-digit percentage salary increase based upon individual job performance and organizational growth.

Company benefits include 401(k) deferred contribution plan, paid holidays, and paid time off. An employer provided retirement contribution will not be included. Health benefits are provided to salaried employees (not spouse or children) who do not have access to health coverage under the plan of a parent or guardian under the Affordable Care Act.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through mentorship, feedback, professional development opportunities, stretch assignments, and access to staff and board meetings.

To Apply

Applicants should email a cover letter and resume by no later than **May 9, 2019**, to the attention of:

Philadelphia Youth Basketball
Office of Human Resources
klafferty@phillyouthbasketball.org