



## **OPERATIONS MANAGER**

### **JOB ANNOUNCEMENT**

**(Feb. 2008)**

Somos Mayfair (formerly the Mayfair Improvement Initiative) in east San Jose, CA is seeking an Operations Manager to build on our organization's ten years of success in fostering community transformation. Somos Mayfair is focused on supporting families to be loving, healthy and resilient; supporting our community to be an interdependent and vibrant place to live and raise our families; and contributing to the larger building of a people's movement for justice.

Somos Mayfair is one of the growing numbers of agencies in the country that seeks to provide both direct services and community organizing programs under one roof. These distinct emphases share some goals that are common to both areas (i.e. family health and leadership development) and goals that are unique to each area of focus. Both emphases however must contribute the overarching goal of Somos Mayfair of making a direct contribution to the building of a larger movement for justice in this country and to building power in our community.

#### ***The Operations Manager Position***

The Operations Manager will lead our internal administrative systems in close cooperation with the Executive Director. With an annual budget of approximately \$1.2 Million, Somos Mayfair is a mid-sized organization in which the Operations Manager plays a crucial role. The Operations Manager is a senior management position that is responsible for managing the internal administrative functions of the agency, including: Finance, Human Resources, Facilities and General Operations Management; and will provide administrative staff support to the Executive Director, the Somos Mayfair Board of Directors, and the Mayfair Advisory Board. This position is also the hub for communication between the Finance and Fund Development operations of the agency. The Operations Manager will also participate on a very limited basis in direct program activities as time permits.

#### ***Required Qualifications***

1. Deep passion and commitment to advancing social justice in immigrant, working class communities;
2. Bachelors degree or a minimum of four years working experience in Finance or Human Relations;
3. Minimum of three years experience in office management;
4. Capacity to nurture healthy working relationships and communication;
5. Experience delivering reports to a variety of stakeholders including: Boards of Directors, senior managers, funders, community partners;
6. Experience in developing and managing annual budgets;
7. Experience in successfully developing and managing short-term (up to one year) and long-term (multiyear) projects;
8. Bilingual/biliterate Spanish-English required;
9. Valid California drivers license and proof of auto insurance required;
10. Computer proficient in Microsoft Office Suite, QuickBooks, information databases, Internet and e-mail.

***Compensation***

The salary range for this position is \$40,000 - \$50,000/year plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time, 401K plan. This is a Non-Exempt position that reports directly to the Somos Mayfair Executive Director.

We encourage you to forward this announcement to others who may be interested.

The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Maria Sotelo  
Somos Mayfair  
370-B S. King Rd.  
San Jose, CA 95116

Or via e-mail at:  
[msotelo@somosmayfair.org](mailto:msotelo@somosmayfair.org)

Somos Mayfair is an equal opportunity employer.

For more info contact us at (408) 251-6900 or learn about us at:  
[www.somosmayfair.org](http://www.somosmayfair.org)