



Operations Director
JOB ANNOUNCEMENT
(June 2009)

Somos Mayfair cultivates the dreams and power of the people of Mayfair through cultural activism, social services and community organizing. We are generations of immigrants, rooted in a vibrant community, who nurture healthy families and speak out for justice in Silicon Valley.

We are working toward the day when all people of Mayfair believe our barrio to be a place where beauty, power, and dignity flourish and Mayfair is extensively connected to the region, valued for our contributions to society and engaged with the broader movement for justice.

Overview

Somos Mayfair is neighborhood-based nonprofit agency working with the immigrant, working-class residents of the Mayfair area of east San Jose. Formed in 1996, Somos Mayfair's staff and volunteer community promoters provide direct services to support families in fortifying the strengths and resiliency needed to succeed in Silicon Valley society. At the same time we organize residents to work collectively to lead advocacy campaigns that move forward a community agenda to ensure equality and opportunity for all and to build the community's political power in our relations with the region. In all of our work, we deploy a growing team of volunteer community cultural activists who use culture as a tool to build community, dialogue and action.

The Operations Director Position

The Operations Director will lead our internal administrative systems in close cooperation with and reporting directly to the Executive Director. With an annual budget of approximately \$1 million, Somos Mayfair is a mid-sized and reputable organization in which the Operations Director plays a crucial role. The Operations Director 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; and will provide limited administrative staff support to the Executive Director, the Somos Mayfair Board of Directors, and the Mayfair Advisory Board. Additionally, this position supervises one Operations Assistant/Receptionist; serves as the hub for communication between the Finance and Fund Development operations of the agency and participates 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 leadership experience in Finance, Business Administration, and/or Human Resources management;
3. Demonstrably successful supervision experience;
4. Bilingual/biliterate Spanish-English required;
5. Experience in successfully developing and managing short-term (up to one year) and long-term (multiyear) projects;
6. Professionalism in quality of work, representation of the organization, and communication with staff;
7. Capacity to nurture healthy working relationships and communication;
8. Ability to adhere to strict confidentiality;
9. Consistently high quality analysis, judgment and decision making;
10. Excellent oral and written communication; strong organizational skills;
11. Valid California drivers license and proof of auto insurance required;
12. Computer proficient in Microsoft Office Suite, QuickBooks, information databases, Internet and e-mail.

Preferred Knowledge, Skills and Abilities

1. Experience in nonprofit financial management;
2. Experience in organizational planning processes;
3. Committed to seeking common ground among stakeholders;
4. Experience with and sensitivity to multi-cultural work environments;
5. Demonstrated ability to work effectively and under hard deadlines;
6. Experience delivering reports to a variety of stakeholders including: Boards of Directors, management team, employees, funders, community partners.

Compensation

The salary range for this position is \$50,000 - \$70,000/year plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time and 401K plan. This is an 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:

Laura Espino
Somos Mayfair
370-B S. King Rd.
San Jose, CA 95116

Or via e-mail at:

lespino@somosmayfair.org

Somos Mayfair is an equal opportunity employer.

For more info contact us at (408) 251-6900 or visit our website at:

www.somosmayfair.org