Position Overview
Hebrew for "home," Bayit Afterschool is an independent organization that provides families with an enriching childcare program. The Operations Coordinator is responsible for running logistics, facilities and communications for our start-up Jewish organization based out of Evanston. This position also has logistical duties during the program day (Monday through Friday from 2:30-6:30 p.m.), and the Operations Coordinator will work directly with children on a daily basis. As a member of a small, multi-disciplinary team, the Operations Coordinator will support the educational staff in running our program, whose curriculum is committed to social-emotional philosophies and builds community through afterschool activities that echo the Jewish summer camp experience.

The Operations Coordinator will assist in creating a welcoming, warm afterschool environment for children. The Operations Coordinator will also execute an outreach strategy to keep currently participating families informed, attract new families to our community, and build partnerships with existing institutions in the Jewish community. We are looking for a team member with a background in administration, logistics, and community outreach.

Qualifications
• High standards for excellence and exceptional attention to detail.
• Organized and proficient with technology.
• Excellent people, communication, and administrative skills.
• Demonstrated ability to work independently and creatively.
• Experience with community outreach and interest in coordinating community partnerships.
• Experience with marketing, fundraising, PR, and/or social media.

Key Activities
Serve as the Operations Coordinator in Evanston, working closely with and supervised by the Founding Executive Director.
• Maintain student information and attendance procedures.
• Coordinate schedules and communication with staff.
• Coordinate supplies procurement and organization.
• Coordinate transportation and facilities operations. If eligible, drive van to pick up children daily.
• Execute daily program responsibilities as directed by educational team.
• Coordinate parent communication.
• Coordinate marketing/outreach program, including events, social media, and printed materials.
• Assist the Executive Director with fundraising narrative/duties as needed.
• Serve as liaison with the Evanston community and local colleges/high schools.
• Satisfactorily carry out any other responsibilities that may be assigned periodically the Executive Director.

Education and Experience
• Minimum of an Associate’s Degree (Bachelor’s Degree or higher preferred). Current students who are working toward a degree will also be considered depending on other experience.
• Experience working with children and/or staff in a small organization.
• Ability to work in Evanston, IL.
• Graphic design skills and/or interest.
• Clean driving record.
• Experience with the Jewish community and with the Hebrew language is a plus.

To Apply
• Please submit via email to Megan Abraham: megan@bayitevanston.com
  o Cover Letter
  o CV or Resume

Full-time position; salary range is $28,000-32,000 annually.