

**Director of Operations
School of Craft
Mansfield, Pennsylvania**

The Director of Operations is primarily responsible for the internal operations of the School of Craft offices. The Director of Operations works closely with the Executive Director to implement the vision of the organization. The Director of Operations reports to the Executive Director.

Specific Duties and Responsibilities

- Assist or prepare office documents, grants, reports and correspondence.
- Maintains overall office database files.
- Oversee general office administration, such as ordering supplies and the maintenance of equipment including copier, fax, phones, computer etc;
- Maintains employment files for all staff including schedules, vacations, sick days etc.
- Maintains all accounting records including accounts payable, accounts receivable, and any financial reports for tax related purposes.
- Assist with grant reporting documentation and budget information for specific grants;
- Serve as a liaison between the Executive Director and Board of Directors as needed;
- Assist with general office functions including telephones, financial reports, and other related activities; and
- Any additional duties as assigned by the Executive Director.