

Tuesday, August 16, 2022

Operations Manager (Part-Time/Remote)

Company: Everybody Dance Now!
Location: Brooklyn, NY
Compensation: \$25 - \$35/hour

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Hours: 12-20 hours/week

Introduction

At Everybody Dance Now! (EDN!), we promote equity, empowerment, and healing through arts and learning. EDN! is a nonprofit organization that – through dance – supports young people to cultivate self-esteem, establish healthy lifestyles, channel energy through creative outlets, promote a sense of belonging, and expand perspectives through community service, cultural learning and more. We provide weekly hip-hop dance programming to young people who would otherwise not have access to such opportunities.

Founded in 2005 in Santa Barbara, CA by then a fourteen-year old, EDN! grew as an entirely youth-led movement for its first decade. By 2010, EDN! had been featured on MTV's America's Best Dance Crew, and had inspired and trained young people through chapters in cities across the country. EDN! grew to several additional cities after that, serving (at our peak before COVID) youth through up to 80 dance classes per week. Since our founding, EDN! has served over 30,000 youth and their families. Awards and honors include the national WeWork Creator Awards, the first nonprofit in the Stanford StartX accelerator, and features in the Los Angeles Times, Glamour Magazine, CBS, Family Circle Magazine, and MTV, to name a few.

EDN!'s mission is vital to supporting youth and expanding arts education with an equity lens. EDN! can serve more students, communities, schools and after-school programs through dance, engaging a wide array of partners in our cause.

The Opportunity

EDN! is looking for an Operations Manager to execute our HR, Finance, and Administrative operations functions and support the strengthening of operations structures and processes.

Job Responsibilities

Financial Management

Execute payments through Gusto (EDN!'s payroll software), and other portals, adhering to EDN!'s financial controls policies. Oversee use of time tracking by employees.

Communicate with EDN!'s bookkeepers and CPA accountant on EDN!'s financial management. Provide information for tasks like the annual financial review and 990/state tax return filings.

Maintain records of invoices, W9s, and other information on consultants.

Oversee, set up, and utilize benefits softwares (e.g. healthcare reimbursement arrangements) if EDN! offers benefits in the future

Note: EDN! works with a team of pro bono excellent lawyers, so all legal documents are provided (but need to be executed with new staff members).

Own the communications and organization of offer letters and employee documents (which have already been written by EDN!'s lawyers) to update and send them as new teachers and team members are hired.

Communicate with EDN! lawyers and maintain EDN!'s employee handbook based on state and federal laws.

Support implementation of any legally mandated employee training and compliance.

Communicate with EDN! legal team on employment law and ensure EDN! is operating with best practices in each facet of employee activities and HR.

Administration

Maintain up to date insurance policies and submit updated payments and applications for coverage when needed.

Maintain organization of EDN! Google drive, which has records and key documents

Support grant applications by filling out needed paperwork and contracts, including gathering required documents with government funders (such as proof of 501c3, proof of insurance, lists of Board members and officers, etc)

Oversee EDN!'s softwares including for signing employee documents, managing EDN! passwords, using G Suite for EDN! emails, and more

Oversee safe and secure ways of exchanging passwords for EDN! team members, and overseeing security of accounts

Execute other operational tasks as needed

Website & Communications

Execute website updates, email newsletters, and other communications and marketing about the organization

Oversee and recruit social media support to keep EDN!'s social media active and engaging, or to support executing social media posts

Qualifications

3-6+ years experience in Operations, Administrative, and/or Finance roles (Marketing is also valuable), with increasing responsibility. A plus if in arts nonprofit administration.

Passion for arts education (and/or dance and youth development) is preferred

Experience with nonprofit administration and/or finance (e.g. grants management, insurance, payroll)

Demonstrated experience as a resourceful problem-solver.

Successful written and verbal communication skills

Ability to self-manage projects and timelines, and be self-directed. Initiative taker. Able to work independently and to collaborate as an effective team player.

Experience with marketing / social media functions is a plus

Our Values

At Everybody Dance Now!, you will be part of a team of self-motivated individuals who are committed to and passionate about advancing our mission. We rely on creativity, awareness, integrity, kindness, connection, professionalism, and joy in working with our team and the community members, families, and children we serve. We know the importance and urgency of our mission, and we are committed to exemplifying, deepening, and bringing life and impact toward it in our actions and programs.

We are an equal opportunity employer. We value experiences of and proactively recruit applicants who are people of color and/or women. If this is you, know that your contributions and leadership are especially valuable here. We actively welcome people of all backgrounds as well as life experiences, abilities, sexual orientations and identities, and perspectives. We prioritize a diverse and inclusive workplace where we learn from each other. No matter your background, candidates must embrace, advocate for, and deeply value the work of racial equity and inclusion.

Why Join Our Team?

We exist in service of an important mission - and we see the impact of our work through our programs, partners, and students.

Flexible hours & location - we care more about the results and success of your work than how you do it.

We have a passionate team that is driven by impact and has an emphasis on success as well as joy.

Application Instructions

Please send a resume, cover letter, and a note about how you heard about us to careers@everybodydancenow.org with a subject line "[First Name] [Last Name] Operations Manager". Applications will be accepted on a rolling basis until the position is filled.

Thank you for your interest in working with Everybody Dance Now!

Brooklyn, NY, 11221
(501) 237-5602
<https://www.everybodydancenow.org/>

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