



## Operations Manager Job Description

**Position Title:** Operations Manager

**Organization:** Parent Teacher Collaborative

**Location:** Houston, TX (Hybrid – Remote and In–Person Duties)

**Reports To:** Executive Director

**Employment Type:** Contract – Part Time

**Contract Duration:** 5 Months with Potential to Extend

**Compensation:** \$25.00/Hour, up to 8 Hours per Month (Total Contract Not to Exceed \$1,000.00)

**Start Date:** August 1, 2024

**End Date:** December 31, 2024

### **About Parent Teacher Collaborative:**

The Parent Teacher Collaborative (TPTC) is a school and community–based organization that aims to improve student outcomes by building strong collaborative partnerships between parents, educators, and community members. We provide consultative services, family training programs, and professional learning for educators to advance school community goals that are centered on strengthening school communities and raising student achievement.

### **Position Summary:**

The Operations Manager will support optimizing the day–to–day operations of the Parent Teacher Collaborative, ensuring that all programs and initiatives run smoothly and efficiently. This role is crucial for maintaining organizational effectiveness, managing resources, and supporting the Executive Director in strategic planning and execution. The Operations Manager will play a key role in enhancing TPTC’s capacity to deliver high–quality services to its stakeholders.

### **Key Responsibilities:**

#### Operational Support (40%)

- Advise on improvements to operational processes, including program logistics, administrative systems, and organizational workflows.
- Assist with the development and implementation of operational policies and procedures to ensure consistency and efficiency across the organization (e.g., procurement processes, information management procedures, data systems design).



- Assist with the coordination of events, workshops, and meetings, ensuring all logistical needs are met (e.g., support with scheduling)
- Monitor and manage organizational resources, including equipment, supplies, and facilities, to support program delivery.

#### Strategic Planning and Implementation (30%)

- Work closely with the Executive Director to develop and implement strategic initiatives that align with TPTC's mission and goals.
- Monitor and report on the progress of strategic initiatives, making adjustments as necessary to ensure successful outcomes.
- Assist with the development and execution of new programs and projects that further TPTC's impact in the community.
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#### Financial Management (20%)

- Conduct searches for request for proposals (RFP) and draft application materials.
- Support grant researching, writing, and reporting efforts to secure additional resources for TPTC's programs.

#### Community Outreach (10%)

- Build and maintain relationships with community partners and local organizations.
- Represent the Parent Teacher Collaborative at community events and meetings.
- Promote the site's programs and services to increase participation and community involvement.

#### **Qualifications:**

- Bachelor's degree in Business Administration, Nonprofit Management, or a related field preferred
- Minimum of 5 years of experience in operations management, preferably in a nonprofit or educational setting.
- Proven ability to manage complex projects and multitask in a fast-paced startup environment.
- Strong leadership and management skills
- Excellent organizational, problem-solving, and decision-making skills.



- Proficiency in Microsoft Office Suite, Google Suite, and experience with financial management software.
- Experience with grant writing, fundraising, and community engagement is highly desirable.

**Personal Attributes:**

- Passionate about education and community engagement.
- Collaborative, solution-oriented mindset.
- Ability to work independently and as part of a team.
- Adaptable and able to thrive in a fast-paced startup environment.
- High level of integrity, accountability, and attention to detail.

**Contract Specifics:**

- Flexibility: This contract position offers flexibility in working hours, with remote work and in-person work depending on site needs.
- Extension: There may be an opportunity to extend the contract based on performance and organizational needs.
- Deliverables: Clear deliverables and milestones will be established at the start of the contract to guide the Operations Manager's responsibilities.

**How to Apply:**

Interested candidates should submit a resume, cover letter, and references to [info@tpctforeducation.org](mailto:info@tpctforeducation.org). Please include "Contract Operations Manager Application [Your Name]" in the subject line.

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This job description outlines the general responsibilities and qualifications for the role of Operations Manager at the Parent Teacher Collaborative on a contract basis. The organization reserves the right to modify or add responsibilities as needed; however, no contractual modifications will be made without discussing updates with the contractor.

**Equal Opportunity Employment Statement**



The Parent Teacher Collaborative is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We believe in fostering an inclusive and equitable workplace where every team member feels valued, respected, and empowered to contribute fully to our mission.

We are dedicated to reflecting the communities we serve and encourage individuals from all backgrounds to apply. The Parent Teacher Collaborative complies with all applicable federal, state, and local laws governing nondiscrimination in employment.