



TO APPLY: Send an email and cover letter to CEO, Jennifer Pigza, at careers@girlsincislandcity.org. The preferred deadline is October 12, 2026.

OPERATIONS MANAGER

Reports To	CEO
Employment Status	Full-Time, Non-Exempt
Location / Schedule	This staff member works a regular schedule of 30 hours/week during the hours of 9am-5pm, M-F, mutually arranged with the supervisor. The location is Girls Inc. headquarters at 1724 Santa Clara Avenue, known as the Meyers Center.
Compensation	\$32-\$34/hour + benefits
Direct Reports	None.

Girls Inc. of the Island City has served children and families in the city of Alameda since 1964 and is a local affiliate of the Girls Inc. organization. Our mission is to inspire all girls and youth to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 5-18 and Alameda Island Kids child care for any child attending our partner Alameda Unified elementary schools. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams. In all, Girls Inc. of the Island City engages nearly 1,000 youth annually. The operating budget is \$3M, with approximately 40 full-time and part-time staff.

POSITION SUMMARY

The Operations Manager manages, strengthens, and maintains the operational functions of the organization while also providing a welcoming presence to our constituents. They model and inspire the values and mission of the organization, lead with a generous disposition, and thrive in a role that operates in a fluid and multi-tasking environment.

KEY RESPONSIBILITIES

Manage centralized activities that maintain smooth operations

Facilitate and manage contracts, processes, and relationships that support centralized operational capacity and infrastructure. These include: technology, facilities, emergency preparedness, security systems, copiers and common supplies. Lead and manage facility projects, such as the electrification grant.

Provide technical assistance to the People and Culture Manager, particularly in the areas of operations and compliance.

Serve as operations partner to the People and Culture Manager, a new role, for activities such as employee files, recruitment, and onboarding.

Assist Programs

This staff member provides cross-organizational support to Alameda Island Kids, the Girls Programs, and Fund Development. Daily this means making and receiving orders, incoming and outgoing mail, driving participants. Periodically, this includes bulk mailing, event support, setting up/taking down events, and picking up program supplies.

Support Board and CEO

Serve as the key administrative support of the Board and CEO. Including board communications, repository, meeting preparations, and CEO financial tasks, research projects, meeting preparations

WHO WILL THRIVE IN THIS ROLE

Our ideal candidate will have at least 4 years of experience in the above areas and demonstrate the following expertise:

Administrative & Organizational

- Multi-tasking and prioritization — juggling welcoming duties, program support, board/CEO admin, and facilities in a fluid, interruption-heavy environment
- Attention to detail — board packets, credit card reconciliation, check requests, HR filing
- Time management — the role is split across four distinct responsibility areas within a 25-hour week, so self-direction matters

Technical Skills

- Google Workspace fluency (Docs, Sheets, Calendar, Drive)
- Software (likely Acrobat/PDF editing for board materials, Canva basics)
- Tech-savvy and curious to learn new tools/systems that benefit the work

Interpersonal & Communication

- Warm, welcoming demeanor — often the first point of contact for families, children, donors, vendors, and community partners
- Strong written communication — correspondence, board materials, possibly donor/family communications
- Professional communication with varied audiences — colleagues, CEO, board members, donors, vendors, families, children, and the public all require different registers
- Discretion and integrity — handling confidential HR files, financial documents, and board materials

Operational/Physical

- Valid driver's license and clean driving record — required for supply runs, participant transport, program pickups
- Physical capability — lifting boxes, setting up tables/events, general facilities tasks
- Basic facilities coordination — vendor communication, troubleshooting repairs, security/keys management, working with a facility manager or CEO on upkeep

Mission Alignment

- Genuine connection to youth development and gender equity work — this is called out explicitly as a differentiator, not just a nice-to-have
- Comfort in a nonprofit, resource-conscious environment — prior nonprofit experience is a plus but not required

POSITION LOGISTICS

- This part-time non-exempt position reports to the CEO of Girls Inc. of the Island City.
- The primary work location is Girls Inc. of the Island City offices.
- The hourly rate for this position is \$31-\$33/hour.
- Staff must pass a background check and have a good driving record (for agency insurance purposes).
- Vacation, sick and holiday paid time off are pro-rated to the hours worked.

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to building a diverse, equitable, and inclusive team and strongly encourage candidates from all backgrounds to apply.