**Coordinator: Logistics and Operations**

**Laura Jeffrey Academy**

The Laura Jeffrey Academy **Coordinator: Logistics and Operations** will be responsible for ensuring organizational effectiveness by providing leadership for implementing the organization's infrastructure functions. The largest of these functions include managing facilities, student transportation, the school nutrition program, student information systems, managing financial functions such as invoices and payables, and facilitation of Special Education communication and compliance. In addition, you will provide oversight for other organizational infrastructure needs as they arise.

Working as a member of the Educator Leadership team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will report to the LJA Interim Executive Director (until such time as the position is eliminated) and will also interact with the Board of Directors as needed.

**Responsibilities:**

* Improve the operational systems, processes and policies in support of the LJA mission -- specifically, support better management reporting, family communication flow and management, and business processes.
* Coordinate and increase the effectiveness and efficiency of Support Services (IT, SPED, student transportation, school nutrition program and other contractors), through improvements to each function as well as coordination and communication between support services and school functions.
* Play a role in long-term planning, including an initiative geared toward implementation of an educator led school.
* Support of annual fundraising events.
* Payroll management, including tracking of accrued employee benefits.
* Management of financial functions necessary to support LJA business vendor.
* Supervise and coach office personnel on a weekly basis.

**Responsibilities by Function**:

**Financial Management**

* Managing day to day processing of accounts receivable and payable.
* Assisting Educator Leadership team and Board in creating annual organizational budget and monitoring cash flow.
* Managing grantor contracts and reimbursement requests.
* Coordinating payroll and employee benefits and organizational insurance.
* Ensure that business vendor requests are resolved and communicated in a timely manner to internal and external parties.
* Develop, maintain and monitor all fundraising and accounting systems and procedures; capturing all pledges, billings and receipts and the recording of all revenue transactions; recommend and implement improvements to systems.

**Organizational Effectiveness**

* Coordinate day-to-day school functions.
* Coordinate and increase the effectiveness and efficiency of Support Services through improvements to each function (IT, SPED, student transportation, school nutrition program, facilities maintenance, and other outside contractors) as well as coordination and communication between functions.
* Lead initiatives organizationally that contribute to long-term operational excellence.

 **Organizational Leadership**

* Contribute to short and long-term organizational planning and strategy as a member of the Educator Leadership team

**Risk Management**

* Oversee organizational insurance policies.
* Coordinate school safety procedures and practices

**Qualifications**

* Four-year college degree (*Preferably related to organizational management)*
* Experience with school operations and practices
* Commitment to the mission of Laura Jeffrey Academy
* Excellent computer skills and proficient in web-based applications and website management
* Excellent communication skills, both verbal and written
* Excellent interpersonal skills and a collaborative working style.
* A demonstrated commitment to high professional ethical standards and a diverse workplace
* Excel at operating in a fast pace, community environment
* Ability to look at situations from several points of view
* Persuasive with details and facts
* Delegate responsibilities effectively

**TO APPLY:**

Email cover letter and resume (with each file saved with your name in the title), and three references to: georges@laurajeffreyacademy.org,

Position is open until filled.

**Laura Jeffrey Academy is an Equal Opportunity/Affirmative Action School District**