



Duet | Operations Manager

Position Description

Last Updated:	December 9, 2021
Title:	Operations Manager
Supervisor:	Operations Director
Position Description & Scope of Work:	The Operations Manager is a 40-hour-per week position that supports the organization-wide operational functions of Duet. The Operations Manager oversees contracts management, provides internal technical support, and serves as administrative assistant to the Operations Director. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.
Salary Range:	\$23.50 - \$25.00/hour, non-exempt
Essential Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Act as the contracts manager for Duet, including governmental, equipment, and facility contracts. 2. Assist with generating information/reports from the service area database as needed, and assist service area staff with tracking and compiling monthly and annual statistics. 3. Complete assigned reports on a timely basis as required internally and by/for funding sources. 4. Maintain Duet's computers and network hardware in optimal condition and make purchase recommendations for hardware and software, as needed. 5. Set up workstations and email accounts for new staff, and arrange for technical support when necessary. 6. Resolve IT issues as they arise, and/or secure outside assistance, as needed. 7. Carry out general administrative duties for the Operations Director. 8. Support the Operations Director with preparing grant proposals and reports, as well as with yearly audit preparations, and with research and document preparation as needed. 9. Maintain the website calendar for all service area events and activities. 10. Order all office supplies, including postage stamps, and ensure inventory of supplies is current. 11. Oversee the Duet Room Reservation calendar. 12. Participate in Duet committees as needed. 13. Promote a culture of philanthropy at Duet. 14. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested. 15. Carry out additional duties/initiatives as assigned.
Highest Priority Personal Attributes	<ul style="list-style-type: none"> ▪ Commitment to Duet's mission, values, and guiding principles. ▪ Ability to manage time well and complete projects even with occasional interruptions. ▪ Excellent verbal and written communication skills. ▪ Detail-oriented and organized with the ability to manage multiple projects at a

	<p>time.</p> <ul style="list-style-type: none"> ▪ Flexible, reliable, and trustworthy.
Qualifications:	<ul style="list-style-type: none"> ▪ A minimum of two years of proven nonprofit experience, with a strong knowledge of general office procedures. ▪ Proficiency with applications using Word, Access, Power Point, Outlook, and Excel, and ability to learn similar business applications ▪ Experience with computer software and hardware for installation, repair and troubleshooting. ▪ Valid Level One Fingerprint Clearance card or ability to obtain one. ▪ Able to lift 30 lbs.
Benefits:	<ul style="list-style-type: none"> ▪ Flexible work environment ▪ Health and life insurance ▪ Retirement plan contributions ▪ Vacation, sick, personal time, and holiday time off
About Duet:	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p>
Work Location:	<p>10000 North 31st Ave, Suite D200 Phoenix, AZ 85051</p>
To Apply:	<p>Please email resume with a cover letter to: blake@duetaz.org</p>