

Asian Pacific Environmental Network

Job Announcement

Operations Director

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among the diverse Asian and Pacific Islander communities to develop an alternative agenda for environmental, social and economic justice, and fight for the right of all people to a clean and healthy environment in which to live, work and play. In pursuit of this vision, APEN revolves around five strategies: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas and policies towards systemic change.

POSITION SUMMARY

The Operations Director ensures the smooth operation of the administrative, financial, personnel and technological systems within the organization. This position leads the work in the financial/bookkeeping and personnel systems of Operations, while working closely with the Operations Coordinator who leads the areas of technology and administration. It works closely with the Infrastructure Team, as well as the Management Team who helps provide overall direction for the organization. The Operations Director is supervised by the Executive Director.

ROLES and RESPONSIBILITIES

FINANCE

- Financial Management: oversee finance systems in the organization to ensure financial health
- Audit: Lead and coordinate annual financial audit process
- Bookkeeping
- Budget: Coordinate annual budget process; compile organizational budget
- Reporting: Compile financial reports for committees and board; process tax and legal forms

PERSONNEL

- Benefits Administration: manage benefits
- Consultants: coordinate process and oversee contracts
- Hiring: maintain and coordinate systems for the recruitment and hiring process for new staff
- Insurance Administration: review and renew annual policies
- Manage Personnel Issues: provide support for staff in handling personnel grievances & procedures
- Personnel Policies: maintain and update personnel policies
- Staff Evaluations: coordinate annual, introductory and exit evaluations

ADMINISTRATIVE

- Procedures: support & supervise Operations staff in strengthening office procedures and protocols
- Systems: support & supervise Operations staff in developing and maintaining systems
- Program Support: Assist with organizational meeting logistics
- Team Coordination: plan and coordinate Operations Team meetings

TECHNOLOGY

- Oversee Technology Systems

ORGANIZATIONAL DEVELOPMENT

- Management Team
- Fundraising
- Communications
- General Support

REQUIRED QUALIFICATIONS

1. Commitment to APEN's mission and the Principles of Environmental Justice.
2. At least 2 years experience as Operations Director or related position.
3. Bookkeeping experience.
4. Excellent management, coordination, budgeting and administration skills.
5. Strong written and oral communication skills.
6. Hard-working, self-disciplined, punctual, and able to work well under pressure.
7. Excellent time management skills, including the ability to meet strict deadlines while maintaining high quality work and attention to details.
8. Ability to manage multiple tasks, including follow-through and tracking.
9. Ability to develop a team-oriented environment; commitment to fostering democratic participation.
10. Comfortable working with culturally diverse populations, specifically knowledge and awareness of Asian and Pacific Islander community issues.
11. Computer skills, including the following programs: Excel, Microsoft word, Quickbooks, Filemaker database, use of email.
12. Have a car, insurance, and valid driver's license.

COMPENSATION: DOE, competitive salary range.

APPLICATIONS: Please submit cover letter & resume by mail, fax, or email:
APEN c/o Timmy Lu, 310 8th St. Suite 309, Oakland, CA 94607
Phone: 510.834.8920/ Fax: 510.834.8926
apen@apen4ej.org www.apen4ej.org

Application Deadline: March 28, 2008. Start date: Immediately.

APEN is an equal opportunity employer. Women, people of color, queer and gender non-conforming people are encouraged to apply.