



JOB DESCRIPTION

Job Title:	Director of Operations
Department:	Operations
Reports To:	Board of Directors

Position Summary

The primary duty of the Director of Operations (DO) is to ensure the seamless functioning of the ACA. Must be community-minded and strive to build secular community locally and elsewhere. Specific responsibilities include coordination of activities, communication among parties involved in running the ACA (ACA board members, employees, TV personalities, ACA members, and volunteers), and overseeing the maintenance of the ACA Library building and grounds. Because the nature of this job is to help the ACA function well, the specific duties may evolve to meet the needs of the organization. The DO must uphold the quality standards and level of integrity specified in the ACA Bylaws and Policies. Although certain duties of this job lend themselves to delegation to volunteer workers, the responsibility for successful and complete execution of the job lies with the DO.

Essential Duties & Responsibilities

See duties list below.

Qualifications

EDUCATION & EXPERIENCE

Paid or volunteer experience can offset education requirement.

- High school or equivalent education.
- Experience managing others or projects.

Preferred:

- Managerial degree or equivalent years of experience.
- Familiarity with the Atheist Community of Austin and its publications.

COMPUTER SKILLS

Demonstrated understanding and/or active presence on social media platforms such as: Google Drive, Excel, YouTube, Podcasts, Twitter, Facebook, Tumblr, Snapchat, Instagram, Reddit, Blogging, Wikis, and Excel, calendaring programs.



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Competencies

Job Knowledge/Technical Knowledge

Demonstrates a sound working knowledge of the duties outlined in the job description. Works well with others.

Communication

The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, communicates issues as appropriate, shows discretion when called for, and uses tact and consideration when delivering feedback to others. Must appropriately represent the Atheist Community of Austin in all public communications and events.

Organization

Uses time efficiently by prioritizing and planning work activities and delegating where appropriate. Maintains schedules, calendars, and documentation in accessible formats for people involved in the ACA, people attending ACA events, etc.

Integrity and Respect

Demonstrates utmost level of integrity in all instances and shows respect towards others and towards Atheist Community of Austin's mission, principles, and policies, including its anti-harassment policy and code of conduct.

Judgment

Demonstrates ability to make independent and sound decisions in all situations. Capable of discretion when called for.

Teamwork

Shares key information with key stakeholders, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for committee and board decisions. Works closely with visitors, members, employees, and directors. Facilitates the coordination of volunteers.

Quality

Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.

Accountability

Takes personal responsibility and ownership for adhering to all Atheist Community of Austin policies and procedures while also completing work in a timely way and in accordance with performance expectations.



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Interpersonal Communication

Writes and speaks effectively adhering to the Atheist Community of Austin's Code of Conduct. Demonstrates empathy, patience, and conflict resolution skills.

Manages Change

Demonstrates effectiveness and flexibility with changing environments, responsibilities, work schedule, tasks, and people.

Attention to Detail

Follows, creates, and/or delegates detailed procedures to ensure accuracy in the entry and reporting of data. Ensures accountability for daily tasks.

Problem Solving

Identifies and resolves issues in a timely or proactive manner by skillfully gathering and critically analyzing information.

Physical Demands

- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner
- Must be able to see adequately to perform the duties listed, with or without corrected vision.
- Must be capable of lifting 50 pounds.

Work Environment

- Job responsibilities will not lend themselves to working remotely.
- Well-lit, temperature-controlled indoor office setting with adequate ventilation in a non-ADA-accessible location with moderate street noise.

Work Hours/Schedule/Benefits

- Full-time.
- The DO's schedule will be coordinated with two other employees to ensure that ACA Library hours (11:00 AM to 9:00 PM, seven days a week) are covered.
- Salary \$38,000-45,000, commensurate with experience.
- Health Insurance provided by ACA.
- Two weeks' paid vacation.

Equal Employment Opportunity Employer



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Application Requirements

1. If applicant lives outside of the Austin, Texas area, the applicant must be willing to move to the Austin, Texas area.
2. Applicant will be working with children, so a background check is required. Applicant must submit the signed background check form below with the application.
3. Cover letter
4. Resumé
5. A minimum of three references from people you worked for or who were your teachers with best phone numbers to contact them

Only applications with all five requirements will be considered.



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AUTHORIZATION FOR BACKGROUND CHECK

Please read and sign this form in the space provided below. **Your written authorization is necessary for completion of the application process.**

I, _____, hereby authorize the Atheist Community of Austin to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the Atheist Community of Austin will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the organization's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Employee

Date

Employee's Name - Printed



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Director of Operations Responsibilities

ACA Library Property Maintenance

Oversee all building maintenance and operations, including but not limited to:

- Keeping the property grounds mowed, tidy, and attractive
- Take trash and recycling bins to curb
- Hire, pay, and oversee cleaning services
- Take note of things in the building that need repairs
- Get bids for work that must be hired out professionally
- Get city permits as required for improvements on the property
- Oversee workers who work on the building
- Ensure jobs are completed to satisfaction
- Take extra equipment, etc. to storage
- Keep building interior tidy
- Pay all bills on time
- Work closely with Treasurer to document utilities and all receipts that have to do with Maintaining the property
- Keep the kitchen stocked
- Keep the kitchen clean and organized
- Organization of a lot of equipment in a tiny building
- Deal with parking, borrowing other business' parking spaces, etc.
- Make sure the building is secured

Serve as the ACA's Hub

There are many programs under the ACA umbrella. Due to space limitations as well as time constraints around personnel/volunteers and countless other things that come up at a busy organization, each must be in communication with all of the others. Therefore, the person who takes this job will be responsible for coordination and communication among all programs, events, and activities. These include but are not limited to:

- The ACA Board of Directors
- The Producer
- Social Media Director
- Volunteers
- TV Personalities
- Crew of ACA Productions
- Heads of local organizations, such as CFI, Austin Humanist Community
- Conference organizers
- The media



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- Heads of long-term programs (e.g., Ask an Atheist, Spaghetti Bar)
- Heads of events (e.g., show premiers, Bat Cruise)
- Heads of activities (e.g., game nights, parties)

The sorts of things that the DO will coordinate include:

- Maintain schedule for employees, TV personalities, crew, and volunteers.
- Ensure that scheduled productions are calendared.
- Maintain docket of TV personalities and crew working on each production.
- Establish and maintain a way for groups (e.g., everyone involved in The Atheist Experience, volunteers working on a particular project, everyone involved in the Spaghetti Bar) to communicate easily. Currently, groups communicate using a variety of platforms, which is not sustainable.
- Send out reminder notifications to TV personalities and crew working on each production.
- Notify Social Media Director of upcoming shows and ensure that productions are pushed on all media.
- Make sure that ACA events do not conflict with Austin events, such as Austin City Limits.
- Gather and maintain a database of contact information for everyone involved in the ACA.
- Establish a protocol for dissemination of information in the aforementioned database.

Because the DO must coordinate among all of the above facets of the ACA, the DO must be up-to-date on:

- The people involved in each endeavor
- Names and contact information for organization leaders
- Best calendaring programs and practices
- Media contacts (for press releases and interviews)
- Legislation regarding issues relevant to the ACA mission

Accounting

The job will include accounting for purchases, services, etc. that are made in the course of the DO's job and the other employee's receipts as well. The DO will be in charge of accounting for all receipts and communication with the ACA Treasurer to ensure that all transactions are accounted for and recorded in the ACA Budget. The DO will work closely with the ACA Treasurer and the appointed committee that submits the 990 form every year.



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Archives

There are a substantial number of archive files that need to be sorted through and dealt with as needed. Work with volunteers, members, employees, and officers (past and present) to ensure records are properly stored. The archives should be added to, maintained, and curated as an ongoing project.

Press Releases

The DO will be responsible for writing and/or distribution of press releases when called for.

Spaghetti Bar

The Spaghetti Bar is a mobile food tent that the ACA is currently launching. Coordination and success of the Spaghetti Bar will fall under the responsibility of the DO. Duties include but are not limited to:

- Help chef with the Spaghetti Bar.
- Organize and inventory all necessary equipment, supplies, and components.
- See to it that ingredients are purchased.
- Assist chef with set-up, tear-down, and clean-up.

The Library

Maintain the ACA Library, which includes books, games, and other library materials. This includes:

- Cataloging
- Stamping
- Shelving
- “Reading” shelves
- Making space for materials
- Buying shelves, ink stamps, etc. required to maintain the library
- Checking out books
- Creating and carrying out/enforcing policies for check-out, return, late return, no return, damage, purchase request, and donation of library items

Volunteer Coordinator

The ACA is a community that inspires people to get involved. The applicant should be able to work with people of all ages and abilities. Duties include but are not limited to:



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- Maintaining a list of tasks and jobs appropriate for volunteers. The list should include jobs that are suitable for a variety of ages and abilities.
- Ensure that jobs/tasks are clear and rewarding in some sense.
- Create and distribute at appropriate times a handout that queries potential volunteers about their areas of expertise, interests, etc. that will help in placing them in appropriate jobs/tasks.
- Ensure that applicants wishing to work on tasks involving children have completed a background check.
- Create and maintain a database of volunteers, contact information, their interests, tasks assigned/completed, etc.
- Check in with volunteers to ensure that their experience is a positive one.

Merchandising

The ACA has a considerable number of products available for purchase. Merchandise includes show-branded items and other products of interest to the ACA community. Duties include but are not limited to:

- Curate and maintain the inventory available for purchase.
- Keep accounting records of purchases and sales.
- Work with vendors to acquire merchandise.
- Maintain displays of merchandise for ACA visitors to shop from.
- Take payment for purchases.
- Coordinate with the ACA Treasurer to account for purchases and sales.

Events

The ACA hosts a variety of events. They include but are not limited to:

Dinner after The Atheist Experience every Sunday evening

- Monthly lecture series
- Annual Bat Cruise
- Fundraisers
- Show premiers
- Special speaker events
- Charitable activities
- Lobbying events
- Attendance of ACA TV personalities, Crew, etc. at conferences and conventions
- Broadcasts of ACA shows at conferences and conventions

Duties with regard to these events include but are not limited to:



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- Finding and scheduling speakers
- Ensuring that speakers have necessary equipment
- Booking hotels, air travel, car rental, and any other travel needs for speakers
- Coordinating volunteers for events
- Reserving blocks of rooms for larger events
- Finding venues for events that require them
- Working with venues to provide for the needs of attendees and speakers
- Making sure venues are comfortable for attendees and speakers
- Providing refreshments when appropriate
- Set-up and tear-down of equipment
- Reach out to conference/convention organizers to seek opportunities for live broadcast of ACA TV shows/podcasts and for speakers from the pool of ACA TV personalities, board members, and staff.
- Negotiate and work out with conference/convention organizers the details, needs, etc. for ACA participation.

Partner Organization Relationship Building

The ACA prides itself on community building. To that end, cultivating relationships with partner organizations is key to maintaining partner relationships with other organizations. Duties include but are not limited to:

- Identifying partner organizations that are in line with ACA values.
- Cultivating relationships that partner shows with community organizations. For example, a relationship with Planned Parenthood could be cultivated to work with Godless Bitches or Secular Sexuality.
- Facilitate and maintain established relationships.

Relationship building with other Secular/Freethinking/Atheist/Humanist/Nonbeliever Organizations

Building community is central to the ACA. There are a great many organizations with missions that align with and/or overlap with the ACA mission. Cultivating and maintaining relationships with such organizations will be an ongoing part of the job.

Bat Cruise

It is the ACA's goal to develop the Bat Cruise weekend into a convention. The DO would work closely with the ACA Board and the appropriate committees to realize this convention.



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