

JOB DESCRIPTION

Title: General Operations Manager

Supervised by: Interim Executive Director

Description: Part-Time (15 hours per week - Flexible)

Compensation: Unpaid. Work-study is available.

Roles and Responsibilities:

The General Operations Manager is a key position in ensuring that the overall operation of the organization is running efficiently and smoothly. She/he will manage appointments and meeting logistics, administration and communication systems; assist with human resources and related functions; and any other special projects related to the overall agency operation. She/he will work closely with the staff and Interim Executive Director.

Duties include but are not limited to:

- General administrative duties, including maintaining office filing system, contact and database management, general communications, and scheduling.
- Management of personnel system, vacation accrual, benefits administration, etc.
- Work closely with our contracted technical support personnel to assure the operation of computer network.
- Perform other duties as assigned.

Qualifications sought:

- Bachelor's degree with successful experience in administrative positions preferred
- Familiarity with computer networks and literate with computer operation, Proficient in MS Word, Excel, Outlook, and PowerPoint; Access a plus
- Excellent verbal and written communication skills
- Ability to prioritize and manage multiple tasks
- Self-starter with excellent organizational skills, including strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Ability to work independently and participate as a team player
- Acute attention to detail, and commitment to excellence and high standards
- Professional appearance and demeanor
- Bilingual in Cantonese, Mandarin and/or other Asian languages preferable
- Ability to work in a multicultural environment
- Commitment to our mission

**To apply, please send a resume and cover letter to Janelle Chan,
janelle.chan@asiancdc.org**

Asian Community Development Corporation (ACDC) is a 22 year old community based non-profit organization that develops affordable housing, promotes economic development, and builds capacity through education, advocacy, and action. Established in May 1987, ACDC works to realize a common vision of vibrant, healthy and just

neighborhoods. The organization has developed over \$100 million of mixed-income housing in Boston's Chinatown and operates a portfolio of complementary community development programs. For more information, please visit www.asiancdc.org.