



Operations Support Specialist

Job title: Operations Support Specialist

Location: Clayton County, Georgia.

This position is mostly offland, with occasional in-person tasks (10%)

Terms: Part Time 10-12 hours per week

Salary/rate: \$1800/ stipend

Benefits: Self-care

About us: The Hand, Heart, and Soul Project (HHSP) promotes healthy habits for our earliest learners

in Clayton County. We provide children and families access to nutrient-dense foods and we develop holistic programs focused on health, wellness, education, and nutrition. Our mission is to nurture, celebrate, and advance the needs of the people we serve by creating equitable access to quality educational, nutritional, and community resources.

Hand, Heart, and Soul Project's work is highly interdisciplinary. It sits at the intersection of education, health, wellness, and advocacy while ensuring those most affected by the policy are in decision-making spaces. Our model is one of collective impact that focuses on cross-collaboration which aligns community members, leaders, organizations, and institutions to go beyond sustainable solutions, but thriving and meaningful solutions.

About the role: This is a part-time, contract position (10-12 hours/week). It is 50% onland and 50% offland position. Candidates must have access to reliable transportation.

The Hand, Heart, and Soul Project is looking for a Part-Time Operations Support Specialist to strengthen the efficiency and coordination between the Executive Director and HHSP's staff, strategic partners, and community members. This

position is a champion for the Hand, Heart, and Soul Project in various aspects. Duties include administrative, communications, scheduling, project management of Executive projects, relationship management with key stakeholders and board members, and leading on day-to-day administrative tasks. This role engages with a wide range of people, from funding partners to staff to partners.

Skills: Written communications: a strong writing style that communicates information in simple and actionable ways to a wide variety of stakeholders at an executive level

Project management: experience with project management and the ability to work on multiple projects at once with many moving parts

Technical skill: comfort with using a variety of online tools for communications, reporting, and presentation

Time management: ensuring time is used respectfully and efficiently for all parties involved in a project or meeting

Empathy: a care and appreciation for the people in our community

Authentic: the ability to have tough, honest conversations at all levels of the organization

Administrative: organized with acute attention to detail, great at synthesizing information, and task-welcoming

Integrity: ability to manage high-level, confidential information and communications across key stakeholders

Flexibility: comfort with adapting to changing circumstances and timelines
Commitment to Equity: have spent the time to learn about and work on understanding issues of race, gender, culture, and class.

The desire and ability to assist a leader with crafting a cohesive, public-facing narrative after being given the necessary data to do so

The ability to create, manage, and teach easily replicable system

Experience:

Experience with social media management, newsletter development, website design, or graphic design/Canva is a huge plus

Highly organized; excels at project management and creating organizational schematics

Highly adept at recognizing the needs of team members; possesses the ability to tailor organizational systems to fit the needs of the whole team

Experience using Asana, Notion, or another project management system is a huge plus

Independent and adaptable; confident and capable enough to take the reins and produce work independently.

Excellent written and verbal communication skills; able to manage scheduling and other administrative communication without direction

Flexible and adaptable; able to quickly respond to a leader's evolving needs

Qualifications

Duties and Responsibilities include, but are not limited to:

Organize ED's schedule and meetings with clear expectations, agendas, and deliverables

Support on Executive level projects, which includes written reports and/or presentations, preparing information for meetings, and all correspondence with key stakeholders

Develop communications content for organizational social media, using Canva or another design system

Overhaul organizational website (content reorganization, content development, etc.)

Develop an organizational newsletter, using Mailchimp or another email system

Create an organizational project management system, using Asana, Notion, or a similar system

Develop an organizational project and/or event planning template

Create a manageable filing system, using Google Drive or a similar system

Create automated communications systems, such as automatic replies to inquiry emails

Organize leader's or organization's email systems

Manage leader's calendar and scheduling, including creating scheduling systems (Calendly, etc.)

Assist with running virtual meetings, allowing leaders to focus on content delivery rather than meeting management

Perform policy or market analysis research (example: asset mapping)

Assist with event planning

Contact us to apply

If interested, please send a cover letter and resume as a single document to recruiting@handheartsoulproject.org with your name and the job title, e.g. Jane Smith - Operations Support Specialist. Please include the job title in the subject line.

Hiring Process and Timeline

Due to the high volume of applications that we receive, only candidates that receive interviews will be contacted.

The Hand, Heart, and Soul Project is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply.

The Hand, Heart, and Soul Project is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. The Hand, Heart, and Soul Project provides reasonable accommodation to applicants and employees as required by law. Applicants