

# A-OK Mentoring & Tutoring, Inc.

A-OK (Assist Our Kids) Mentoring & Tutoring helps Howard County elementary and middle school students who are struggling to succeed. Our mentors provide encouragement, support, and fun within the Howard County Public School System and several after-school programs. We are a 20-year-old nonprofit organization.

**Position Description:** Operations Manager

**Type of Position:** Part-time contractor, stipend, non-exempt, remote

**About the organization.** A-OK Mentoring-Tutoring, Inc. began in 2003 on a grassroots level and was entirely volunteer-driven. After many years, in 2009, the program incorporated and only recently has supported a small, part-time, staff to administer the program. Volunteerism is the foundation on which the organization is built. It is the consistency of an adult relationship that the volunteers bring that is the crucial ingredient to helping the students served succeed in school. A-OK Mentoring & Tutoring is a fully remote organization.

**About the position.** This part-time position will work an average of 5 hours each week to support A-OK Mentoring & Tutoring's operational needs, including: database management, data quality assurance, bookkeeping and financial reporting duties, and background checks of volunteers. This is a fully remote position with occasional need to be in-person in Howard County with advanced notice (for example, for quarterly board meetings.)

## **Expected Projects.**

- Maintain all financial records; monitor income and expenses and report to the Executive Director; produce financial reports for the Board of Directors or upon request of the Executive Director
- Maintain all financial records related to: grant income and expenditures and produce reports for funders; related to fundraisers; and related to donors
  - Support the annual financial review
- Maintain database and complete informal quality checks for data accuracy and completeness
- Participate in obtaining, reviewing, and tracking background clearances for new and returning volunteers. (CJIS, CPS, National Sexual Offender Registry)
- Support reminders about upcoming birthdays, mentoring anniversaries, etc.
- Attendance at regular staff meetings and quarterly board meetings
- Perform services on the telephone, on the internet, and at such other places as necessary to carry out the service to A-OK
- Maintain confidentiality of students and volunteers and any privileged information received about these parties

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- Support storage inventory and ordering of supplies for the organization
- Other duties as assigned by the executive director

**Qualifications.**

- Experience with Quickbooks a plus, or willingness and patience to learn
- Experience with database management a plus, or willingness and patience to learn
- Attention to detail is a necessity
- Access to secure Internet for work
- An eye for improving systems and processes is a plus; feedback is encouraged and appreciated
- Interest and love of mentoring is a plus

**Payment.** This position will be paid a \$6,500 stipend in monthly installments for completion of work as agreed upon by the organization and the contractor over the course of one calendar year. It is expected this will equate to \$25/hour or more for the contractor.

**To apply for consideration of this opportunity:** Send to [aokmentoring\(at\)gmail.com](mailto:aokmentoring(at)gmail.com) by 5/31/23 for best consideration:

1. One paragraph in the body of an email about why you'd like to take on this contractor role with A-OK Mentoring & Tutoring
2. Your resume

NO Phone Calls, Please. We anticipate engaging a contractor beginning July 1, 2023. Thank you!

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