

## **GPA Looking to Hire Operations and Finance Manager**

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**Job Title:** GPA Operations and Finance Manager

**Job Location:** New York/New Jersey Area

**Job Type:** Full Time

### **Job Description:**

Generation Peace Academy (GPA) is offering an exciting opportunity for a full time staff member working with an experienced team, developing programs to grow the life of faith of young adults. As Operations and Finance Manager, this position will handle administrative and logistical duties for the various GPA activities. Some of these include monitoring budgets, processing fundraising results, managing workshop sites, media and technical support and promotions. This is a salaried position with benefits.

Some qualifications are:

- Live in the New York/New Jersey area
- Preferably Blessed
- STF/GPA Alumni preferred
- Admin and financial management experience.

To submit your resume for consideration, please send to [louisehoney2@ gmail.com](mailto:louisehoney2@gmail.com) with a cover letter. For questions contact Louise Honey directly.

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### **POSITION SUMMARY**

The Operations and Finance Manager has the responsibility to handle all administrative and logistical duties for GPA. Some of the main areas you will be involved in are Operations, Administration, Finance, Workshops, Transportation, Application Processes and our Overseas Service Projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Operations/Administration**

1. Manage the GPA Website
2. Application Processes
3. Outreach for New Applicants
4. Vehicles, Insurance, Registration

#### **Financial Responsibilities**

1. Manages overall financials
2. Works closely with the GPA bookkeeper
3. Processes Fundraising Results
4. Prepares budgets for each activity

#### **GPA Workshops**

1. Organizes transportation
2. Arranges payments, contracts, insurance, waivers
3. Sets-up all technical needs
4. Gathers all supplies for Lecturers and Workshops

#### **Overseas Service Projects**

1. Purchases flight tickets
2. Arranges transportation
3. Corresponds with media, blogs and bookkeeping
4. May Co-lead an overseas group

#### **QUALIFICATIONS AND SKILLS:**

- 1-3 years previous experience in administration and finance management
- Ability to manage multiple projects simultaneously and discern work priorities
- Live in the New York / New Jersey area
- Preferably Blessed
- STF/GPA Alumni preferred