Job Title: Operations Manager

Overview: The Operations Manager plays a critical role in ensuring The Village Group (TVG) operates efficiently and effectively. This position combines operational oversight, program coordination, administrative management, and data tracking into a single, high-impact role.

Working closely with the Executive Director, the Operations Manager ensures that internal systems, staff coordination, and program logistics are aligned with TVG's mission and scope of work. This is a hands-on role ideal for someone who thrives in a dynamic, community-focused environment.

Responsibilities:

- Oversee daily operations, including scheduling, coordination, and internal communication
- Support logistics for TVG programs, including the academy and cultural center initiatives
- Track and manage data related to program participation and outcomes
- Prepare reports for leadership, Board of Directors, and funders
- Assist with grant tracking, documentation, and compliance requirements
- Coordinate logistics for events, meetings, and key organizational initiatives
- Maintain organized systems for records, files, and contracts

Qualifications:

- Strong organizational and project management skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- High attention to detail and strong follow-through
- Comfort working with data, spreadsheets, and tracking systems
- Strong communication and coordination skills
- Ability to work independently while contributing effectively within a small team

Application Process: Submit resume, cover letter, and references to director@thevillagegroup.org. Applications reviewed until the position is filled.