Employment Posting

Position: Operations Associate
Direct Supervisor: Director of Finance and Operations
Status: Full-time (40 hours), exempt, with benefits
Base Salary: $42,500.00; additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. No calls please. Indicate “Operations Associate” in the subject line.
Deadline: Resumes will be reviewed as received; position will be posted until filled.

Position Summary
The Operations Associate is responsible for coordinating and performing a diverse set of support tasks, managing equipment, organization systems, and property to ensure that agency and its facilities have the resources to operate smoothly and efficiently. The Operations Associate will focus on facilities, technology and safety related activities, as well as the day-to-day administrative functions and needs of Ozone House.

Education Qualifications
* Commensurate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.
  - Bachelor’s degree in related field, preferred.

Experience Qualifications
  - 3-5 years related experience required.
  - Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression.
  - Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First and Trauma Informed approaches.
  - Work requires effective written and verbal communication and interpersonal skills; ability to motivate teams to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in and facilitate group meetings.
  - Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness.
  - Successful completion of pre-employment and annual background check; valid MI driver’s license, current insurance, and access to reliable transportation.

Job Responsibilities and Duties
Facilities and Office Management:
  - Manage inventory of agency electronics, including cell phones, computers, printers and key fobs. Assist staff with set up and programming; coordinate upgrades, removals and disposal.
  - Maintain vendor services documentation, repair logs, user guides, and warranty materials.
• Manage building maintenance activities, including equipment repair and cleaning service in a timely manner, record and address the ongoing list of non-emergency maintenance concerns to include, but not limited to employee requests via maintenance@ozonehouse.org.
• Assist with keeping facility and grounds in good working repair, clean, and orderly including trash and recycling. Ensure the agency has adequate salt and other safety needs for snow; assist with snow removal as needed.
• In coordination with program staff, schedule, maintain, and coordinate repair and routine maintenance of agency vehicles and associated vehicle registrations.

About Ozone House:
Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:
Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for single employee coverage, 80% for family coverage; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.

Commitment to Anti-Oppression:
Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization from historically underrepresented groups.