



Job Description: Operations Manager

About Enabling Leadership

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviors, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviors we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

Function: The Operations Associate will work in the Operations team to manage Program set up, event management, program delivery & operations.

Reports to: Regional Operations Lead

Location: The candidate will have to be based in the operational site for the role – Bangalore

Responsibilities and Deliverables:

1. Event Management

Deliverables

- Plan and effectively organize EL events in the region, coordinating activities with the local and central team with the help of the Operations Manager.



- Secure venues and manage logistics for all regular program events like facilitator monthly meetings, and facilitator training sessions at the start and middle of the year.
- Manage partners, vendors, and volunteers required for the events, handling selection and assignments.

2. Inventory and Logistical Management

Deliverables

- Manage inventory of all equipment including receipt, stocking, and delivery of materials to the schools and facilitators in a timely and accurate manner. Order additional equipment/ materials as and when necessary
- Manage all travel logistics - hotels, transportation, food and beverage arrangements for external visitors - trainers, other EL employees, and guests.

3. Administrative Management

Deliverables

- Ensure that all agreements, MoUs, Consent forms, etc. with schools, parents, facilitators and other stakeholders are completed in an accurate and timely manner.
- Calculate monthly facilitator payments, review vendor invoices and create and submit monthly requests to the Finance team to ensure all city payments are made in time.
- Create quarterly reports for the city with guidance and in collaboration with Finance Department.
- coordinate with the Donor Engagement Team and the City Lead to coordinate donor visits and donor engagement activities with the local team.
- Assist City Lead in securing Government permissions to run EL programs in the assigned location.
- Work with the Public Engagement team to coordinate Media and Press visits.

Requirements (or Must-Haves):

- Experience in an event management and/ or operations role.
- Ability to manage budgets, finances, and reports.
- Proficient in Microsoft Office and Google Drive.
- Fluency in the local language of the placement region.

Preferred (or Nice to Have):

- Interested to work & grow in development sector
- Bachelor's Degree in any field.

Attributes:

- Self-starter requires very little directive and comfortable taking responsibility and ownership; able to work remotely
- Excellent time management and organizational skills.
- A natural team player, with strong networking and interpersonal skills
- Very good verbal and written communication
- Good problem-solving skills.
- Excellent planner, detail-oriented, and highly organized



Salary: Competitive and experience based

How to Apply: Share your resume to careers@enablingleadership.org

Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with a disability.