BUSINESS MANAGER - Full Time, Year-Round

Organization Description:
The mission of St. Stephen’s Youth Programs is to promote equity in education, employment and opportunity through long-term relationships with young people and their families and communities. We do this through out of school time programs, college and career support, and community organizing and family engagement.

SSYP strives to create environments where all people feel physically and emotionally safe; feel big, accomplished, and capable; and feel connected to their communities.

SSYP has two signature programs in Boston:

B-READY, our school year program has 225 youth and young adult participants, ages 5-25, in two locations, one in the South End and the other in Lower Roxbury.

B-SAFE is a six-week summer program with 500 participants in four locations, including the South End, Lower Roxbury, Mattapan, Codman Square in Dorchester.

Both programs provide academic support, enrichment activities, social and emotional support, leadership training, college and career opportunities, and recreational fun for all participants, teen employees, and young adult staff.

Position Description:
The Business Manager provides administrative support to St. Stephen’s Youth Programs and St. Stephen’s Episcopal Church by coordinating operations in all areas of program management. Key projects include: human resources management; technology support and maintenance; program support; and other projects as assigned. This position also includes much troubleshooting and creative problem-solving.

- Manage human resources, including on-boarding, HR files, training on policies, workstation preparation and maintenance, payroll, benefits, background checks, etc.
- Support accounts payable and receivable, management of receipts, bookkeeping, some financial reports, and other projects as assigned.
- Support SSYP, especially Program and Development teams, through management of Salesforce, acquisition of supplies and resources, and projects as needed.
- Manage technology use and tools in two locations for staff and program participants.

Qualifications and Experience:

- Bachelor’s degree or equivalent required.
- Knowledge of tools including: Salesforce, Microsoft & Google office suites, Squarespace.
- Significant non-profit office management experience required, familiarity with faith-based setting helpful.
- Ability to work in a fast-paced, active environment with a can-do attitude.
- Ability to manage details with accuracy, priorities with wisdom, and multiple projects effectively.
- Ability to meet deadlines consistently.
- Ability to work as part of a team.
- Ability to communicate clearly and effectively.
- Ability to be flexible and to react to unforeseen events.
Spanish language skills are helpful.

Location: St. Stephen’s Youth Programs - 419 Shawmut Ave, Boston MA 02118
Starting Date: Immediately
Hours: 40-45 per week between 8:00- 5:00pm Monday-Friday
Reports to: Senior Director of Community Engagement

BENEFITS
Salary commensurate with experience, in the range of $48,000-$52,000
Health and Dental Insurance
Eligible for 403(b) plan after one year of service
Earned sick time
Generous paid holidays and vacation time

TO LEARN MORE ABOUT SSYP
Check out www.ssypboston.org

TO APPLY
Please send a cover letter and resume to jobs@ssypboston.org with “Business Manager” in the subject line.