



Job Posting – Operations Manager

Without Permission is a non-profit, faith-based organization that works to end sex trafficking through Prevention, Justice and Restoration. With a national collaborative partnership network, local community involvement, church mobilization and distinctive training programs, our volunteers and staff are making a decided difference in the Central Valley.

Typical Duties and Responsibilities

Currently we are looking for an Operations Manager to provide vision, leadership and oversight of our administrative office as we streamline into using new technology for donor relations, task management and multimedia messaging. You would focus on coordinating daily operations, creation of content for print and digital communications, event production and networking in the community. As the point person for staff development, you would handle communications and policy implementation for the WP Admin team. Our Operations Manager will report to and collaborate with the CEO in all facets of agency administrative operations.

Distinguishing Characteristics

- Our ideal candidate is an excellent communicator, oral and written, highly organized, proficient in Microsoft Office, Excel and Adobe Creative Cloud software, and has a proven ability to create and oversee branding, messaging and social media usage. Operating from a heart of servant leadership, relationship building, teamwork, and interpersonal skills are evident strengths. Has a personal faith in Jesus Christ.

Preferred Education and Experience:

- A Bachelor's degree from an accredited college or university with a focus on Business Operation/Admin or other similar field and two years of work experience in the non-profit sector, preferably in the field of human trafficking prevention.

OR

- Two years of administrative management experience in a non-profit or social service organization, preferably in the field of human trafficking prevention.

Hours/Salary:

- 36 hours/week; flexible schedule. Must include office hours of Mon – Thurs; 9 AM to 4 PM
- Pay rate: \$18.00 - \$20.00 hourly DOE

Requirements:

- Reliable automobile and current auto insurance.

If you passionately support the vision and mission of Without Permission and possess personal qualities of integrity and credibility, please submit a cover letter, comprehensive resume, three professional references, and two personal/pastoral references for consideration to:

Debbie Johnson, CEO
info@withoutpermission.org