

## **Regional Director of Operations – World Youth Alliance North America**

This is a full time position.

### ***Description***

The Regional Director of Operations (RDO) works with the Regional Director and assists in the implementation of the annual operational plan for the region. The RDO maintains and develops the membership base through effective management of the internship program and other projects in conformity with the operational plan. The RDO oversees marketing and communication related projects in the region through effective maintenance and management of contacts on the WYA database and related systems. The RDO is responsible for all financial related activities and compliances, including the development of the regional budget. The RDO represents WYA and upholds the WYA charter.

### ***Responsibilities***

- Develops and manages the region's annual budget with the Regional Director.
- Prepares monthly financial reports and a year-end report of the regional budget to be submitted to the President and the International Director of Operations.
- Maintains and updates regional WYA legal documentation, working permits, and other contractual agreements.
- Manages day-to-day financial activities and keeps records of all transactions, such as payments, withdrawals, deposits and other similar activities. Maintains and ensures efficient functioning of the WYA office, including office equipment.
- Maintain regular communication with the International Director of Operations for all finance, accounting, and other operating matters.
- Prepares proposals for the funding and implementation of specific projects with the Regional Director, to be approved by the President.
- Increases the effectiveness and efficiency of organizational support to members by reviewing and/or developing policies, goals, objectives, and procedures for day-to-day office functioning with the Regional Director.
- Complies with deadlines for submission of plans and/or proposals and the Project Documentation System.
- Selects applicants to the Regional Internship Program with the Regional Director.
- Manages the Regional Internship Program in cooperation with the Regional Director and WYA President by preparing intern work schedules, assigning specific projects, and duties, and overseeing the evaluation of interns.
- Trains members through internship programs or via internet (email or online training zone) by marking Certified Training Program (CTP) answers and leading or overseeing discussion groups, as necessary.
- Provides CTP accreditation with the Regional Director.
- Implements all marketing and communication strategies, including the management of campaigns offline and online through the WYA website, blogs and other online portals.
- Reviews and updates donor and member database information in Raiser's Edge and maintains communication with regional members, especially committee members, in coordination with the Regional Director.

**Qualifications**

- Bachelor's degree or higher
- Budget development and oversight experience
- Detail-oriented and organized
- Excellent computer skills and proficient in excel, word, and social media platforms
- Excellent communication skills, both verbal and written
- Ability to manage time effectively in order to meet deadlines
- Delegates responsibilities effectively
- High comfort level to work with people from different cultures and backgrounds
- Within WYA's membership age
- Completed and passed the CTP prior to official start date as staff

Candidates for consideration will be contacted for a series of interviews. The selected candidate must be available to undergo staff training in New York which will happen at least one to two months prior to assuming the position by January 1, 2010. An offer of employment is contingent upon successful completion of the staff training. This full-time position is based in New York City.