

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
www.horacemann.org
An Equal Opportunity Employer

Operations Associate -Center for Community Values & Action

Start Date: August 24, 2026

Horace Mann School's Mindich Family Center for Community Values and Action (CCVA) is searching to fill the position of Operations Associate. This position is a ten month, full-time, support staff position reporting to the Director of the Center for Community Values and Action. Founded in 2006, the CCVA promotes and strengthens the connections between ethics, education, and action at Horace Mann School and in the wider community. The Center fulfills its mission through community engagement, program development, and the creation of resources that encourage meaningful participation and reflection.

The Operations Associate supports the daily functions of the CCVA. This role ensures smooth operations, effective communication, and well-organized systems that advance the service-learning and community engagement work. The ideal candidate is detail-oriented, proactive, and flexible with the ability to balance administrative, logistical and hands-on tasks. This is a 10-month position that requires flexibility for after-school, evening, and occasional weekend programs and travel among all Horace Mann campuses (Bronx, Manhattan, Washington, and Connecticut). The expected annual salary range for this position is \$55,000 to \$75,000 with the final determination based on experience, education level and other job-related factors.

Key Responsibilities:

Operations & Logistics Management

- Coordinate transportation logistics including scheduling buses, managing vendor communication and ensuring compliance with safety protocols
- Manage permission forms, waivers, supplies and procurement orders for programs and events
- Maintain and organize digital and physical storage systems, including closets, materials, and photos.
- Arrange supplies and event materials as needed for programs

Communications and Outreach

- Draft, update, and distribute communications such as newsletters, website content, digital flyers using platforms like Google Workspace and Canva.
- Make phone calls to vendors, families, and partners to confirm logistics and resolve issues.

Program Support

- Manage all event preparation and documentation
- Serve as a CCVA after-school advisor, supporting student leadership, mentoring small groups, and assisting with the coordination of after-school programming and reflection sessions
- Collaborate with HM departments, students, and community partners to support meaningful and well-executed service-learning experiences

Administrative & Data Management

- Serve as the central point of contact for operational needs related to the CCVA and broader school programs.
- Track expenses, reconcile invoices, and support budget monitoring in coordination with the Business Office.
- Manage shared calendars and meeting schedules.
- Maintain and analyze program data, attendance, and participation records using Google Sheets, data dashboards, or other data platforms.

Qualifications:

- Bachelor's degree or equivalent experience in education, nonprofit management, communications, or a related field.
- 2–3 years of experience in school operations, program coordination, or office management preferred.
- Exceptional attention to detail and organizational skills in managing logistics, documentation, and data.
- Excellent written and verbal communication skills; experience creating newsletters or digital content a plus.
- Proficiency in Google Workspace (Docs, Sheets, Slides, Forms, Drive), data management platforms, Canva, and basic website editing (e.g., WordPress, Squarespace, or Blackbaud).
- Experience organizing and maintaining digital documentation, photo archives, and physical storage systems.
- Flexibility to work some evenings and weekends in support of CCVA programming.
- Commitment to the values of service learning, community engagement, and education.
- Ability to work in a fast-paced, team-oriented environment and manage multiple tasks simultaneously

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2025, the School enrolls 1,823 students from 149 zip codes, primarily representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. For 2025-26, 87% of students N-12 reported optional race and/or ethnicity information. Of that group, 60% identify as students of color, 38% identify as White non-Hispanic/Latine, and 2% identify as international. Just over 49% of our students identify as girls, 50% of our students identify as boys and a third group expresses a different gender identity. Approximately 17% of our current students receive Financial Aid to attend Horace Mann. Thirty-seven percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latine. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's most recent

\$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should submit a detailed resume, including all teaching and non-teaching related experience and cover letter to: employment@horacemann.org