



IYG Job Posting

Job Title: Regional Operations Specialist-North

Reports To: Operations Supervisor

Location: South Bend, IN (with travel across regional sites, between 1-3 hours per trip)

FLSA Status: Full-Time, Salaried

Internal posting dates: 2/4/25 - 2/11/25

Starting Salary Range: \$46,000.00-50,000.00

Position Overview:

The Regional Operations Specialist will support the expansion of IYG through the development process and subsequent operations of regional center locations, ensuring alignment with organizational goals and the unique needs of LGBTQ+ youth. This role involves supporting center operations, coordinating services, and supporting the implementation of center programs. The Regional Operations Coordinator will act as a liaison between IYG headquarters and regional centers to ensure consistency and quality in service efficacy.

Key Responsibilities:

- **Facility Oversight (30%):**
 - Support and serve as IYG point of contact for daily operations at IYG regional locations, ensuring facilities are safe, welcoming, and fully equipped to meet center needs.
 - Ensure regional facilities maintain operational upkeep of centers and coordinate repairs or improvements as needed.
 - Ensure all regional sites adhere to organizational policies, local regulations, and safety standards.
- **Center Operations Support (30%):**
 - During the expansion planning of a new regional center, serve as part of the IYG point of contacts in the establishment of community relationships and securing a physical space and associated operation needs.
 - Provide support for the operations of regional centers, including covering open center hours and leading activity center programs, as needed.
- **Vendor Relations (30%)**
 - In collaboration with Operations Supervisor, facilitate the selection of vendors, negotiation of contracts, performance assessment, and maintenance of positive relationships.
 - Provide support and resolve issues with vendors as needed to facilitate a collaborative relationship.
 - Routinely evaluate vendor logistics based on performance and cost.
- **Budget Support (10%):**
 - Assist the Operations Supervisor and Center Supervisor(s) in ensuring fiscal responsibility and resource allocation in line with organizational priorities for regional centers.

Relationships:

- **Reports to:** Operations Supervisor
- **Direct or Dotted Line Reports:** None
- **Collaborative Relationship:**
 - Manager of Program Administration
 - External Accounting Team

- o Expansion Team
- o Client Services Department
- o Operations Department
- o Resource Development Department

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, or related field (or equivalent experience) preferred or related experience.
- Minimum of 3 years of experience in operations, program coordination, or facility management, preferably in a nonprofit or youth services environment.
- Demonstrated understanding of and commitment to LGBTQ+ youth issues and community needs.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Excellent interpersonal and communication skills, with the ability to engage diverse stakeholders.
- Proficiency in Microsoft Office Suite and operational management software.
- Ability to travel across regional sites as needed up to 25%.
- Must be able to work two nights a week or more in the center and as needed on weekends for special events or emergencies.

Preferred Qualifications:

- Experience with coordination of multiple sites or facilities.
- Familiarity with community-based programming and youth development models.
- Bilingual skills are a plus.

Work Environment:

This position involves regular travel to IYG regional sites and occasional evening/weekend hours for events or emergencies. The role requires a blend of office work, community and client engagement, and facility oversight.

****If you meet the above qualifications, please turn in a resume to IYGCareers@IYG.org and indicate the job you are applying for at the time.**

**We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.