

Operations Associate (1 Full-time position available)

SparkShop is a Chicago non-profit that empowers 4th and 5th grade students to imagine their futures as engineers. Chicago's students often aren't aware of the opportunities waiting for them in the STEM fields, so as an in-school program, SparkShop engages underrepresented students (girls, low-income students, racial minorities) where they already live and learn, no sign-up required. Learn more at <https://www.sparkshop.org/>

Mission: To deliver SparkShop's hands-on engineering learning supplies efficiently and equitably to our growing network of schools and partners.

Job Outcomes:

1. Manage inventory and deliveries of STEM materials and school supplies to local elementary schools
 - a. Keep accurate records of materials on hand to anticipate reorders
 - b. Prepare materials for transport to volunteer events
 - c. Deliver program materials to partner schools (rental vehicle will be provided or mileage will be reimbursed)
 - d. Keep storage/office space neat and organized
2. Lead effective and rewarding volunteer events
 - a. Facilitate STEM kit-packing events with volunteer organizations/companies
 - b. Cultivate relationships to build a strong community of SparkShop volunteers
 - c. Support operations manager in vetting new volunteer partners
 - d. Support HS interns or work studies
3. Improve internal systems that will allow SparkShop to scale efficiently and sustainably
 - a. Explore alternate delivery methods and fulfillment models
 - b. Find new, more sustainable vendors whenever possible
 - c. Create tools for monitoring prices of frequently-purchased items

Competencies:

1. Organization - *Creates systems that automate or document processes*
2. Decisiveness - *Makes decisions quickly, effectively, and independently*
3. Enthusiasm - *Takes interest in and finds excitement in SparkShop's work*
4. Creativity - *Imagines new solutions to logistical problems*

Cultural Competencies:

1. Flexibility - *Is able and willing to adapt behavior to new constraints and opportunities*
2. Proactivity - *Identifies projects and opportunities for improvement without waiting for work to be assigned*
3. Design thinking - *Solves problems with a user-centered, iterative, team-based approach that challenges assumptions and generates innovative solutions*
4. Teamwork - *Prefers working in a collaborative group of people to achieve common goals*
5. Resourcefulness - *Pursues quick and clever solutions to problems using the resources available to SparkShop*

6. Intersectional Thinking - *Understands the dynamics of race, socioeconomic class, and gender in the world, recognizes bias in themselves, and actively chooses to dismantle systems of oppression*

Requirements:

- Must have earned a degree from an accredited academic institution (Associate's or Bachelor's) or have 4 years of nonprofit operations experience.
- Must have a valid driver's license
- This position includes moving and stacking boxes weighing up to 25 lbs

Work Environment:

- Office in the Fulton Market neighborhood of Chicago
- This position is hybrid, with an estimated 20% remote. The proportion of remote work varies with the school year and is subject to change. We value work-life balance and encourage employees to adjust their schedules to their liking and needs. Due to volunteer event scheduling, some evening and weekend work is required and will be offset with flex time.
- SparkShop is a small team with lots of collaboration and room to grow

Address:

Coworking: 1623 W Fulton St
Chicago, IL 60612

Supply Fulfillment: 2023 W Carroll Ave
Chicago, IL 60612

Apply with a resume and cover letter to: hello@sparkshop.org before April 19th

Interview Process: Virtual interview, project (3-hour commitment), and in-person interview.

Start Date: June 1, 2024

Compensation and Benefits:

- Full-time exempt position with flexible working hours
- Salary is \$48k-\$58k/year depending on experience
- Health and dental insurance provided (90% employer, 10% employee)
- 401K (no matching)
- Unlimited PTO (2 week minimum outside of holidays)
- \$1k budget for continued education or professional development

SparkShop is an equal opportunity employer. Our full anti-discrimination policy is available upon request.