*Small Magic is seeking an Operations Coordinator to own the day-to-day execution of Small Magic's internal operations by keeping the machine running so that programs, people, and finances stay on track at a critical moment of organizational growth.*

**KEY DETAILS**

**Reports to:** Operations Director
**Works closely with:** Program Director, program staff, external vendors
**Location:** Birmingham, AL
**Schedule:** Full-time
**Compensation:** $40,000-50,000 annually

**WHO WE ARE**

Small Magic is a Birmingham-based organization focused on one goal: ensuring children under five are ready for kindergarten and a life of opportunity. We work alongside families, providers, and civic leaders to strengthen the early learning ecosystem across our city through direct programming and broader systems-level work.

We are entering a defining chapter. With significant new public and private investments committed, Small Magic is scaling rapidly. As we grow, we need someone who can own the day-to-day operational management that makes everything else possible.

**WHAT YOU'LL DO**

The Operations Coordinator owns Small Magic's daily operational execution. This is an ownership role and the person who ensures nothing falls through the cracks so the team can focus on the work that matters most.

You will:

- **Own the office environment and operations |** You will be the person who makes sure Small Magic's physical space works from greeting visitors and vendors, to maintaining a welcoming and organized office, to managing inventory and supply restocking, and ensuring the environment reflects the organization's standards.
- **Manage vendor and operational logistics |** You will handle day-to-day vendor coordination either in-person or virtually (HVAC, property manager, childcare partners, etc) and coordinating operational logistics from ordering and receiving food deliveries for our evening programs to packing or delivering bags for our programs. You keep the operational calendar moving without being asked.

- **Support financial operations |** You will review reimbursements in Bill.com. You are the first line of defense on financial accuracy and critical in flagging irregularities before they compound.
- **Support people operations |** You will support onboarding logistics and setup with the Operations Director, making sure new team members and their systems are set up for success.
- **Support operational meetings and communications |** You will operationally facilitate the weekly operations meeting by helping to build the agenda, set up the conference room, and order the team breakfast. You manage incoming mail and ensure operational communications don't get lost.
- **Support event and own program logistics |** You will support program and graduation logistics and vendor coordination, support inventory management and serve as the operational backbone for program delivery needs including ensuring all the bags/kits/materials are packed and ready for the next cycle.

**TO MAKE THIS CONCRETE**

If you were in the role today, you might be:

- Reviewing the weekly Bill.com queue, flagging anything that looks off
- Building the agenda for the weekly team meeting and following up on open items from the week before, making sure the deck has been created and sent to team presenters
- Preparing bags for the next Birmingham Talks sessions with the toy, vests, and devices ready to go for the coaches
- Tidying up the office, watering the plants, and restocking office snacks

**WHO YOU ARE**

We'll evaluate candidates based on demonstrated strength in the areas below:

- **Operational Reliability |** You do what you say you're going to do, when you say you're going to do it. You don't need to be reminded. You build systems so things don't fall through the cracks, and when something does, you own it and fix it. You are proactive about the operational needs to keep systems running.
- **Attention to Detail |** Payroll errors, missed invoices, and late filings have real consequences so does ensuring our space is ready for any person (employee, program family, or vendor). You bring a level of care to your work that makes leadership confident things are handled correctly.

- **Systems Thinking |** You don't just focus on tasks, you build processes that are repeatable and don't depend on you personally to function. You are constantly thinking about our knowledge system and ensuring that Small Magic isn't dependent on one specific team  member. You document, systematize, and hand off cleanly.
- **Calm and Steady Under Volume |** Program nights, graduation planning, and vendor coordination don't rattle you. You triage well, communicate proactively when something is at risk, and don't let urgency become an excuse for sloppiness.
- **Team Orientation |** You understand that your job is to make the entire organization run more smoothly. You're responsive, collaborative, and genuinely invested in the organization's mission.

While not requirements for application, competitive candidates will likely have:

- Ability to execute tasks at a high level
- Experience living in or working with lower income communities

## WHAT ELSE YOU SHOULD KNOW

Research shows that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you are excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we strongly encourage you to apply anyway.

Small Magic is committed to building a team that reflects the diversity and strength of the community we serve. We encourage applications from people and communities most impacted by inequity. Employment decisions are made without regard to race, gender, sexual orientation, religion, age, disability, or any other protected characteristic.

Compensation: $40,000-50,000 annually, commensurate with demonstrated competency and experience. Benefits include a highly flexible work environment, premium health insurance, retirement matching (up to 5% after 3 months), paid time off (approximately 30 days), professional development funds, and a work-issued laptop.

## HOW TO APPLY

Applications through the form located at smallmagic.org/careers are strongly preferred. If you don't have access to a Google account, you may send your application materials to operations@smallmagic.org.