

**Position:** Business Operations Coordinator  
**Organization:** e4usa  
**Location:** Remote  
**Hours:** 20 hours per week, Part-time



**About the Organization:**

e4usa is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. e4usa is a non-profit organization.

**Job Summary:**

We are seeking a Business Operations Coordinator to join our dynamic team. This role is critical in supporting the leadership team in the strategic planning and execution of operational activities within e4usa. The ideal candidate will have a passion for education and a keen interest in streamlining operations to enhance organizational efficiency and impact.

**Key Responsibilities:**

- Oversee the payment of all bills in coordination with our accounting firm and key applications such as bill.com.
- Serve as our primary point of contact with our accounting firm and our HR firm.
- Manage invoices to our participating teachers and schools.
- Serve as our point of contact with all vendors and contractors.
- Work with the leadership team to develop and implement operational policies and procedures to ensure smooth functioning of the e4usa program.
- Coordinate with different departments to oversee the logistics of program delivery, including resource allocation, scheduling, and vendor management.
- Oversee data management systems to ensure accurate tracking of financial metrics and outcomes, facilitating informed decision-making and maximizing fiscal performance.
- Work closely with the leadership team to strategize and execute business development plans.
- Work with the entire e4usa team, providing guidance and support to ensure team goals are met efficiently.
- Regularly assess and report on the efficiency and effectiveness of operational processes, recommending improvements as needed.
- Assist the leadership team with managing budgeting, financial forecasting, and fiscal reporting to ensure the program's financial health.

**Qualifications:**

- Bachelor's degree in Business Administration, Operations Management, or related field; Master's degree preferred.
- Minimum of 3 years of experience in business operations, preferably in the education sector or non-profit organizations.
- Strong financial acumen with experience in budgeting and financial management.
- Excellent interpersonal and communication skills, including the ability to work collaboratively in a team environment.
- Strong project management skills, including the ability to manage multiple projects simultaneously and meet deadlines.
- Strong communication and interpersonal skills, with the ability to engage with a range of stakeholders.

**What we offer:**

- A chance to be part of a groundbreaking initiative that is shaping the future of engineering education.
- A collaborative and supportive work environment.
- Competitive salary and benefits package.
- Opportunities for professional growth and development.

**50% time base salary range: \$30,000 - \$35,000 annually.** Your base pay will depend on your skills, qualifications, and experience.

**Position available:** Because of the nature of a start-up company, the position is one that may grow over time from part-time to full-time at an unknown pace.

**Anticipated start date:** The anticipated start date would be no earlier than June 1, 2024.

**Please submit a statement of interest and your CV or resume. In your cover letter, please inform us about your desired start date and what percentage of your time you might wish to work with e4usa. All interested applicants should contact Dr. Stacy Klein-Gardner at [careers@e4usa.org](mailto:careers@e4usa.org).**