



SPINA BIFIDA ASSOCIATION OF GREATER NEW ENGLAND

219 E. Main St., Suite 100B, Milford, MA 01757

1-888-479-1900

www.sbagreaterne.org

JOB POSTING

Operations Manager

Spina Bifida Association of Greater New England

Up to 30 hours/week, includes some evenings and weekends

Qualifications:

Bachelor's degree in Psychology, Social Work, Counseling or related degree preferred.

Experience working with people with disabilities preferred.

Knowledge of Spina Bifida is preferred.

Fluency communicating in Spanish and/or Portuguese is a plus.

Description:

The Operations Manager provides administrative support, communications management, and program and fundraising for the organization. Working under the direct supervision of the Executive Director, this position provides necessary organizational support and is responsible for a variety of other tasks. Occasional evenings and weekends are required. Local and regional travel is required.

Start Date: Position is available to be filled immediately

Salary: \$18/hour - \$22/hour

Applicants should submit a resume and a cover letter to Spina Bifida Association of Greater New England, 219 E. Main Street, Suite 100B, Milford, MA 01757 or via email to Jean Bertschmann, Executive Director, JBertschmann@SBAGreaterNE.org. Qualified candidates will be contacted by phone.

The Spina Bifida Association of Greater New England is a growing community-based organization whose primary mission is to build a better and brighter future for all those impacted by Spina Bifida. We provide support services to individuals with Spina Bifida as well as their families and the professionals who serve them.

Date Posted: June 22, 2022

Application Deadline: July 15, 2022