



## **Business Operations Administrator**

**Location:** Remote with transition to In-Person (San Mateo County) (estimated August 2025)

**Status:** Part Time with transition to Full-Time (estimated August 2025)

**Schedule:** Weekdays

WINGS is launching an innovative adult program supporting adults with moderate to severe autism. WINGS Adult is a dynamic, community-based program for adults with moderate to severe autism, promoting lifelong learning, independence, and inclusion through community partnerships.

We're seeking a **highly organized and proactive Business Operations Administrator** to support and help streamline our daily operations.

This position is currently part-time remote and will transition to full-time, in-person in San Mateo County (estimated August 2025).

### **Key Responsibilities:**

Under the supervision of the Program Director, the Business Operations Administrator will:

- Manage daily administrative and operational tasks to maintain a safe, clean, and functional program environment
- Develop systems for accounting, billing, hiring, onboarding, and staff training
- Maintain accurate and up-to-date records for purchases, invoicing, billing
- Coordinate hiring logistics and staff onboarding
- Maintain clean, organized digital and physical environments
- Communicate effectively with staff, participants, families, and community partners
- Assist with marketing, and social media
- Contribute to a positive, mission-driven team culture

### **Minimum Requirements:**

- Associate's or Bachelor's degree in Business Administration, Nonprofit Management, or related field preferred
- Minimum 1 year experience administrative/business operations experience, ideally in a nonprofit setting
- Skilled in administrative and organizational systems, compliance, and bookkeeping
- Strong written, verbal, and nonverbal communication skills
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office Suite, administrative software (e.g., Google Workspace), and social media platforms



- Ability to multitask, problem solve and meet deadlines in a dynamic environment
- Personal or work experience with the disability community a plus
- Committed to the goals and mission of WINGS Adult, its participants and community partners

## **Emotional Requirements**

- Ability to demonstrate courtesy to students, co-workers, parents, and others
- Ability to handle high support need students
- Ability to handle high behavior students calmly
- Ability to handle emergencies calmly
- Ability to handle stress calmly
- Ability to meet deadlines under pressure
- Ability to work in a high behavior class with high support needs
- Ability to accept feedback professionally and without becoming defensive
- Ability to exercise verbal and physical self-control
- Ability to demonstrate patience
- Ability to communicate professionally
- Remaining alert/attentive at all times, particularly when dealing directly with students

## **Physical Requirements**

This position may at times include physical activity, including but not limited to the following:

- Sitting
- Stationary standing
- Walking
- Ability to be mobile/running
- Crouching (bending at knees)
- Kneeling/crawling
- Stooping (bending at waist)
- Twisting (knees/waist/neck)
- Turning/pivoting
- Climbing
- Balancing
- Reaching/lifting overhead
- Reaching extension
- Grasping
- Pushing/pulling, lifting/carrying: Employee should be able to push, pull, lift and carry 5-20 pounds frequently, and up to 120 pounds with a co-worker if necessary.
- Manual dexterity/keyboarding



**Pay Range:**

\$35-\$40 Per Hour

**To Apply:**

Send your resume and a brief cover letter to:

[WingsAdult@wingslearningcenter.org](mailto:WingsAdult@wingslearningcenter.org)

We value diversity and encourage candidates from all backgrounds to apply.