



VACANCY FOR THE POSITION OF Operations Manager

Operations Manager will assist with the implementation of the vision and mission of IFES/USA, working under the direction of the Executive Director to provide support and coordination of office operational functions. This is a full-time position based in Madison, Wisconsin.



**WE SHAPE LIVES
AND DEVELOP LEADERS
WHO IMPACT
THE UNIVERSITY
AND TRANSFORM
THE WORLD**

IFES is a movement of students living out the good news of Jesus. Locally. Nationally. Globally.

IFES ministry is supported behind the scenes by International Services based in Malaysia, the UK and the USA.

We are looking for someone to:

- Support the Executive Director and other IFES staff in the coordination of office infrastructure, resources, and systems.
- Coordinate all-office meetings, documents, travel, and inventory.
- Plan and manage HR processes and staff-engagement
- Participate in IFES/USA Executive Leadership Team in the accomplishment of the charity 's vision and mission.

Key skills for this position include:

- Significant organization experience (electronic and physical)
- Systems creation and maintenance knowledge
- Managing of purchasing, storing, and distributing of resources (electronic and physical)
- HR procedures and practices
- Project planning and support
- Strong written and oral communication

If you recognize the importance of evangelical student ministry and are looking for a challenging role in a forward-thinking team, email your résumé and cover letter to:

hr.usa@ifesworld.org

or mail to:

**IFES/USA Position Openings
PO Box 46007
Madison, WI 53744**