Assistant Enterprise Manager Part-Time (San Francisco Bay Area, CA)

Organizational Profile:

Juma strives to break the cycle of poverty by paving the way to work, education, and financial capability for youth across America. In 1993, Juma Ventures ([www.Juma.org](http://www.Juma.org)) became the first nonprofit organization to own and operate a commercial franchise—a single Ben & Jerry's Ice Cream Shop that provided a handful of jobs to low-income youth in San Francisco. Since then, Juma has grown into a nationally-recognized youth development organization operating thirteen social enterprises in seven cities (San Francisco, San Jose, Sacramento, Houston, Atlanta, and Seattle). Juma has employed more than 4,000 young people who have generated $20 million in enterprise revenue, earned $3 million in wages and saved $2 million for higher education. Juma has received numerous awards for its work including the National Youth Employment Coalition's PEPNet Award, a Community Achievement Award from the Social Enterprise Alliance, and the Social Impact Exchange Business Plan.

Juma is looking for great people who share our passion for working with youth and for using business as a tool for sustainable social impact. Our workplace is supportive, open, inclusive and relevant, focused on youth, empowerment, dedication and respect.

Position Overview:

Juma seeks a team of talented Assistant Enterprise Managers with a track record of success in sales or business development in a fast paced environment to drive Juma's social enterprise operation and serve as a key member of our Enterprise Team. The Assistant Enterprise Manager Team will assist in recruiting, hiring, training, and developing at risk opportunity youth to work in a professional work environment to save money for college. Responsibilities will also include managing the day-to-day operations of Oracle Park and Chase Center serving as mentors and coaches to approximately 160 high school students. This is a very hands on role, in supervising and training a large staff, leading by example, and running the full operations to drive sales. Working as a team to share responsibilities and teach critical skills for the development of our youth staff as well as making a valuable impact in the lives of those we manage.

Specific Duties Include:

- **Business Management, Growth & Administration.**
  - Partial oversight of San Francisco’s P&L (approx. $1,100,000 in gross sales and growing)
  - Growing the business through strategic sales, marketing, partnerships, new products, etc.
  - Preparing daily/monthly sales and inventory usage reports for internal and external use
  - Manage partnership with Bon Appetit Concessionaire and CREAM Nation, Inc.

- **Day-to-Day Concession/Vending Operations.**
  - Maintaining daily, monthly and seasonal budgets and forecasts
  - Ensuring all equipment is in proper working condition
  - Ensuring that all safety procedures are followed and working conditions are safe.
  - Listening to and resolving customer complaints regarding service, product, or personnel.
● **Orders & Deliveries**
  - Assisting in projecting order estimates and inventory management
  - Collecting order invoices from suppliers on site for deliveries.
  - Entering invoices onto EOM (End of the Month Inventory) Gamesheet
  - Physically distributing orders from suppliers (BiRite, Dreyers, Peet’s Coffee, etc.) to commissary and warehouse (be able to lift approximately 30-50 lbs.).

● **Staff Management and Development**
  - Recruit, hire, supervise, motivate, manage and develop the capabilities of youth staff
  - Creating a work environment that fosters teamwork, personal growth, and self-confidence
  - Assisting in scheduling 1-on-1 employee performance reviews and providing ongoing support and feedback to youth regarding their job performance
  - Drafting monthly schedules for youth using WhenIWork.
  - Managing and Reporting youth payroll through EasyTimeClock

● **Collaboration with JUMA Staff**
  - Developing an efficient and beneficial relationship with the Youth Services team to integrate business needs and program services.
  - Planning and tracking objectives related to the business and social goals of the business.
  - Coordinating and leading quarterly Youth All-Staff Meetings.

**Qualifications**

- Must be currently attending a local college or university and maintain at least a 2.5 GPA
- Exceptional written and verbal communications skills
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Team player with exceptional interpersonal skills
- Self-starter, motivated, and able to take initiative in all situations; ability to function effectively in a fast-paced, entrepreneurial and inclusive environment.
- All prospective staff will be fingerprinted and pass a criminal background check

**Job Details:**

**Reports to:** Enterprise Manager
**Job Location:** Main offices located on waterfront in downtown San Francisco, within easy walking distance to BART, MUNI, and Ferry Bldg. Significant time spent at stadium worksites.

**Starting Salary:** $18.00 per hr.
**Classification:** Non-Exempt
**Hours/Week:** 15-20 Hours per week. Evenings and weekends required – following events schedule.

**Education:** Must be attending College
**Years of Experience:** Minimum 2 years of experience in Business Management, Customer Service

Please submit the following to Cassandra Yee at CassandraY@Juma.org

1. A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Juma’s focus and mission
2. Current resume

Due to the volume of responses, only candidates selected for an interview will be contacted.