



Looking for a career where you can make a difference in the lives of children and families? The **Operations Manager** at Arms Wide Adoption Services (Arms Wide) is the job for you!

Arms Wide is a child and family serving organization with a 45-year history that is deeply committed to transforming the lives of children in need of safe and nurturing permanent families in Houston and South Texas.

The Operations Manager is accountable to the President and CEO and is responsible for coordinating the implementation and activities for multiple department projects relating to strategic planning initiatives, cross department internal and external operations and troubleshooting implementation challenges as they arise. In conjunction with Senior Leadership, the Operations Manager oversees the Organization's processes, identifies potential areas of improvement, and finds ways to enhance employees' work quality and productivity. This position will have minimal contact with children and families receiving services, but their work will have a substantial impact on Arms Wide's organizational trajectory.

Arms Wide is looking for someone who is:

- \* Compassionate
- \* Motivated to support children and families
- \* Energetic
- \* Team player with optimistic outlook
- \* Trauma informed

#### Experience/Skills Required

- Bachelor's degree in Business or Human Services
- Minimum of 3 years experience required working with children/families within systems
- Proficient skill in automating systems
- Proficient skill in managing change and working
- High level of organization, self-directedness, and enthusiasm



### Experience/Skills Preferred

- Five years experience preferred working with children/families within systems
- Child welfare experience (foster care/adoption)

### Travel Required

- Reliable transportation required. Mileage reimbursed.

### Our Benefit Package Includes

- Medical, dental and vision plans for employee and eligible dependents
- 401k retirement plan with match
- Paid life insurance
- Generous vacation plan
- 8 paid holidays each year (10 days)
- 2 paid "Employee Choice" days each year
- Convenient central location with free parking
- Employee Assistance Program
- Employee Discount (Perks) Program

Programs, resources and benefit eligibility vary based on scheduled hours worked and length of service at Arms Wide Adoption Services.

Arms Wide is an equal opportunity employer.

Arms Wide is committed to selecting and employing the best and most qualified person available for each job opening without unlawful discrimination of any kind. Additionally, Arms Wide is committed to providing a work environment free of discrimination and harassment on the basis of race, color, sex (including pregnancy, sexual orientation and gender identity), marital or parental status, veteran status, religion, national origin, age, disability, family medical history, genetic information, or political affiliation.

For more information about Arms Wide Adoption Services, please visit our website at Homepage ★ Arms Wide Texas Adoption Services ([armswide.org](http://armswide.org))

To apply, please send your cover letter and resume to [careers@armswide.org](mailto:careers@armswide.org)