



BSA Operations Manager

The Boston Society for Architecture (BSA) seeks an Operations Manager to oversee operations at BSA Space and the BSA offices, provide support to Staff leadership and the BSA Boards, and bring connectivity to the diverse work of the organization. This is a full time, salaried position. The successful candidate will be a highly motivated, detail oriented, collegial and versatile individual who possess sound judgement and strong project coordination abilities. This is an essential role, which will help the BSA operate at the highest level and achieve its ambitious agenda. This position reports to the BSA Managing Director.

Responsibilities will include, but are not limited to:

- Administrative Board liaison supporting the Executive Director in Board management, including governance, communication, meeting organization and materials preparation
- Responsible for office administration, including:
 - Shared office calendar for both internal and external programs and activities
 - Office technology, including computers and networks
 - Physical conference room calendar and scheduling
 - Physical mail and deliveries
 - Office supplies, BSA Space food and beverage, and associated inventories
- Manage reception during business hours, including:
 - Greet and engage members and visitors
 - Answer general phone line
 - Respond to general email inbox
 - Check-in meeting guests and collect fees as necessary
 - Clean and reset meeting rooms after use
 - Manage AIA Contract documents for sale to members
 - Process parking validations
- Integrated project management across the BSA's portfolio of programs and administrative functions
- Support and oversight for special projects and initiatives
- Depending on skills and interests, may directly manage specific areas or programs, including staff

All staff members share the following core responsibilities:

- Provide outstanding service and ensure a welcoming culture for members, allies and guests
- Answer basic questions about mission, services and programs
- Stay current on developments in architecture and be knowledgeable on your areas of responsibility
- Maintain a flexible and collaborative attitude, working with other staff on projects, events and other duties and assignments as required, occasionally on nights and weekends.

Minimum Requirements:

- Outstanding communication and organizational skills
- Excellent computer, software and presentation skills/abilities
- Flexible, and a creative problem solver who is naturally dedicated to enhancing team success



- Ability to work independently and make decisions in accordance with BSA rules and policies

Note: Though the BSA seeks to provide flexibility and support for different work styles, this specific role is a full time onsite position at BSA Space.

The BSA is passionate about fostering a diverse, inclusive and respectful work environment. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply.

How to Apply: If interested, please send your resume to jobs@architects.org and include "BSA Operations Manager" in the subject line. In addition to your resume, please also address the following questions in the body of your email. Please limit your response to 2-5 sentences per question:

- 1) Why do you want to work for the BSA?
- 2) The BSA is committed to creating a just and equitable environment for all employees and communities we work with. Please share an example that demonstrates your respect for people and their differences and how you've worked to understand the perspectives of others. This example can be drawn from personal or professional experience.
- 3) Climate change is the greatest single threat to equity, health and prosperity of current and future generations. The BSA is committed to finding sustainable solutions at every stage of the building process to help decrease the impact of global warming and design a healthier future. What is your most memorable experience with the environment, either in your personal or professional life?
- 4) The BSA believes in developing spaces that are not only inspiring, but are safe, healthy and address the welfare of all. How do you think architecture can create a better world?

Deadline for applications is Friday, August 6, 2021.

About the Boston Society for Architecture

The Boston Society for Architecture (BSA) is a partnership between the Boston Society of Architects (BSA/AIA) and the BSA Foundation (Foundation). We are a member-led association and the second largest chapter of the American Institute of Architects (AIA), comprised of world-renowned architects, designers, engineers, builders, and other industry professionals. We are a community-based nonprofit committed to using the power of architecture and design to positively impact those in our region, from like-minded organizations to school aged children and neighborhood residents. The BSA is a convener and a connector advocating for design that transforms Greater Boston to a place where architecture and communities flourish.