



Operations and Enrollment Associate Job Description:

Far + Wise is a dedicated education non-profit organization offering year-round Kindergarten to Career programming at no cost to qualifying Blaine County students. Through targeted academic support, skills training, and workforce preparation, Far + Wise removes barriers to learning and opportunity and paves the way for lifelong success.

Far + Wise delivers two comprehensive programs to support Blaine County students from early learning through the completion of a post-secondary program:

- **Lewis Scholars Program** (grades K-12+): Beginning in kindergarten, daily afterschool enrichment focused on literacy, numeracy, social-emotional development and consistent mentorship through high school graduation.
- **Cimino Center for Career Exploration** (grades 6–12+): Hands-on career pathways, workplace exposure, skill-building workshops and post-secondary navigation.

Position Description:

Far + Wise is seeking an Operations & Enrollment Associate to support student enrollment, organizational systems, and day-to-day operations across the organization. This role works closely with the Director of Operations and is essential to the smooth and efficient operation of the organization.

The Operations & Enrollment Associate oversees student registration and enrollment processes, helps maintain organizational systems and workflows, supports financial and purchasing processes, and coordinates logistical details across programs and events. This role also helps ensure that families, staff, and community partners receive clear communication and consistent support.

This position is best suited for someone who is highly organized, detail-oriented, and dependable. The ideal candidate is comfortable managing multiple priorities at once, follows through consistently, communicates clearly, and enjoys building systems that help both staff and families navigate processes more easily.

Key Responsibilities:

- **General Administration**
 - Maintain organized, functional office spaces and supplies that support program operations.
 - Communicate systems clearly to colleagues and ensure they are consistently followed.



- Maintain organized digital systems, including shared drives and internal documents.
- Support Development Manager in preparation, execution, and evaluation of the annual Gala.
- Facilitate projects in support of Career Center program delivery.
- Assist with special projects as needed.
- **Program Registration and Enrollment Management:**
 - Build and manage courses in SIS, including setup, scheduling, capacity, and registration details.
 - Serve as the registrar for the Lewis Scholars Program and Career Center.
 - Proactively manage the application process, supporting students as needed. Collaborate with the Director of Community Partnerships and Family Engagement to ensure information is current and accurate.
 - Manage all required forms and waivers to support risk management.
 - Manage course-related payments, including setting up fees, tracking registrations, and resolving payment issues.
- **Expense Management and Purchasing:**
 - Oversee accounts payable, ensuring accurate processing, timely payments, and consistent follow-up with vendors.
 - Facilitate expense management process, including coding and classing of expenses.
 - Collaborate with the Director of Operations and CFO to ensure a timely and accurate month-end close process.
 - Manage purchasing, including ordering supplies and coordinating with vendors as needed.
 - Monitor monthly expenses against budget and flag variances or concerns.
 - Manage event-related payments and track expenses.

Skills and Abilities:

- Strong organizational skills with the ability to manage multiple systems, timelines, and priorities simultaneously
- High attention to detail, with a focus on accuracy in data entry, financial tracking, and record keeping
- Clear and professional communication skills, with the ability to interact effectively with families, staff, and external partners
- Ability to build and maintain systems that create structure, clarity, and efficiency across the organization
- Comfort working with data and tracking processes, including enrollment systems and financial workflows



- Proactive problem-solving skills, with the ability to identify gaps and follow through on solutions independently
- Ability to manage confidential information with discretion and professionalism
- Strong collaboration skills and the ability to work closely with internal team members across programs and departments
- Experience with or ability to quickly learn technology platforms, including Campsite, QuickBooks, and Google Workspace
- Flexibility and willingness to support a range of operational needs, including events, enrollment, and administrative tasks

Compensation:

- Salary: \$50,000 - \$65,000.
- Employer paid health and dental insurance.
- Retirement plan with employer match.
- Paid holidays, vacation days, and sick leave.