

## **Position: Operations Officer Volunteer for Christmas Providers**

**Are you a strategic thinker with a passion for operational excellence? Do you want to use your professional skills to bring Christmas joy to over 1,200 children this year?**

**Christmas Providers** is seeking an **Operations Officer** to join our Board of seasoned, dedicated volunteers. This is a unique leadership opportunity where your expertise in business strategy and technology will directly translate into a more efficient, impactful giving season for families in need.

### **Why This is an Excellent Opportunity:**

- **Direct Community Impact:** You will be the engine behind an organization that provides critical support and holiday magic to 1,200+ children annually.
- **Flexible & Remote:** Lead from anywhere in the DFW Metro Area. This role offers the flexibility to balance your professional life while making a massive difference.
- **Collaborate with the Best:** Join a high-performing team of seasoned volunteers and professional mentors dedicated to the mission.
- **Skill Growth & Mentorship:** Whether you are looking to sharpen your leadership or master complex data management, we provide comprehensive training to help you progress from basic to advanced levels of non-profit leadership.

### **The Rhythm of the Role**

This position is designed to balance with your life and offers a high-impact, low-hour commitment, requiring approximately **3–12 hours per week ("In-Season)**. During the "Off-Season," you'll work with the Project Lead – Word Press Website to prep for the coming year, which can range from a few hours a month to more for a focused project block depending on new requirements.

### **Core Responsibilities Include:**

- Website strategy and specifications
- Manage data integrity & improve processes for Christmas Providers website
- Testing & Training for new development
- Collaborate with our Technical Project Lead and Office Manager
- Active Board Member (4-5 meetings/year)

### **Ready to lead with purpose?**

If you have a mastery of Excel, a curiosity for new technology, and a heart for service, we want to hear from you. Help us streamline our operations so we can focus on what matters most: the children. Send an email to: [christmasproviders@gmail.com](mailto:christmasproviders@gmail.com)