

Director of Operations

Company: Southside Blooms

Location: Chicago, IL

Position Type: Full-Time - \$30/hr

About Us:

Southside Blooms is a 501c3 nonprofit organization that is a farm-to-vase florist on the Southside of Chicago, providing unique and fashion-forward arrangements while maintaining an uncompromising dedication to the environment and our surrounding communities. The organization creates employment and education opportunities for at-risk youth and young adults who need a second chance to turn their life around, find employment, learn a new skill, and foster positive relationships. Join us in shaping the future of floral operations and creating extraordinary moments for our customers through your leadership and expertise.

Job Overview:

We are seeking a dynamic and results-driven Director of Operations to lead and oversee the operational functions of the organization. The successful candidate will play a pivotal role in driving the efficiency and effectiveness of our operations, ensuring seamless processes throughout the organization. If you are interested, kindly send your resume to hr@chicagoecohouse.org.

Responsibilities:

- Lead, mentor and manage a diverse team of operational staff, including farm, floral design, and delivery;
- Develop and implement strategies to optimize operations, ensuring timely sourcing of high-quality flowers and materials;
- Work closely with design and production teams to ensure efficient creation of stunning floral arrangements while maintaining quality standards;
- Oversee inventory management to minimize waste and maintain optimal stock levels;
- Streamline logistics and delivery processes to ensure on-time and safe delivery of floral products;
- Monitor key performance indicators to assess operational efficiency and identify areas for improvement;
- Analyze workforce to make informed decisions, improve processes, and enhance customer satisfaction;
- Foster a culture of continuous improvement, creativity, safety, and teamwork within the organization;
- Other duties as assigned.

Qualifications:

- Proven experience (at least 5 years) in management, preferably with large teams;
- Strong leadership skills with a track record of effectively managing and developing a workforce;
- Exceptional problem-solving skills;
- Excellent communication skills and the ability to collaborate across different departments
- Strategic thinking and the ability to drive change and improvement initiatives;
- Passion for the floral industry and a keen eye for design and quality;
- Knowledge of Microsoft Office and Google Suite applications, and the ability to adapt to new software applications;
- Farming experience is preferred, but not required.

Benefits:

- Health Insurance
- Dental Insurance
- Paid Time Off