



Job Description

Title: Operations Associate

Program: Operations

Hours: 36-38 hours per week

Supervisor: Director of Operations

Status: non-exempt / union

Compensation: \$22-\$23 per hour, also includes generous paid-time-off and medical, dental, and alternative medicine coverage

Position Summary:

This position has the primary day-to-day responsibility of ensuring that accounts payable, accounts receivable, and payroll records are updated. This position is also in charge of our daily deposits. The responsibilities of the monthly close are split between this position and the Director of Operations. In addition to bookkeeping responsibilities, this position will assist in the administration team with assigned projects, regular scheduling support, and generally increasing administrative capacity for leadership.

This position is a hybrid position, with the expectation that there will be in person meetings, working days, and events. Confidentiality will be required while working from home.

Specific Responsibilities:

- Regular data entry of financial information into Quickbooks with accuracy
- Ensuring that data for end of month is correct and done for timely reporting
- Update Call to Safety's social media platforms, respond in a timely manner to direct messages, and co-create postings with the Director of Operations in alignment with the external strategic plan
- Assist in scheduling and organizing for interviews, onboarding, and offboarding paperwork, training plans, and tech drop off/pick up for all incoming and outgoing staff
- Create organizational templates, tracking sheets, administrative tools when the need arises or delegated from the Director of Operations
- Self directed project management from start to finish, with delegation from leadership and/or the Director of Operations
- Attend and engage in 1:1 supervision meetings with the Director of Operations
- Be the communication link of information for payroll preparation with staff and leadership

- Regularly update Call to Safety's website using WordPress content management platform
- Monitor Call to Safety's general business email and respond as needed with support from Director of Operations
- Prepare bi-weekly payroll into online system with accuracy and on time
- Assist the leadership team with meeting scheduling, administrative project needs, and keeping supplies stocked organization wide
- Open and process mail appropriately
- Be the communication link for staff appreciation and acknowledgement, including birthdays, anniversaries, and celebration events

General Responsibilities – as a member of the Call to Safety staff, you are expected to assist with the following, as needed:

- Attend monthly staff meetings and occasional retreats
- Challenge the systemic oppression of nonprofit industrial complex and the inherent and intentional structures of white supremacy for the betterment of our community internally and externally
- Assist with office cleaning responsibilities
- Other duties as assigned

Qualifications – Required:

- Knowledge and/or lived experience in relation to Call to Safety's specialized populations
- Commitment to creating a healthy work environment that is dedicated to ending domestic and sexual violence and other forms of oppression
- Philosophy compatible with Call to Safety Mission statement
- Ability to coordinate many people with varying skills and abilities
- Demonstrated ability to problem solve and be proactive
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously
- Ability to maintain a high level of confidentiality for safety of survivors and staff
- Commitment and enthusiasm for continual growth and learning, including assessing and addressing vicarious trauma in yourself and team members
- Strong computer technology skills, including Microsoft Access, Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties
- Demonstrated ability to complete small assigned projects, data entry, and task lists with deadlines

Qualifications – Strongly Preferred:

- Fluency in a language besides english
- Experience working in a non-profit environment

- Quickbooks Online skills
- Ability to work independently and prior project management skills

Employee Signature

Date

Executive Director

Date