

## **Vacancy Announcement – Part-Time Operations Associate**

The Global Fund for Children, [www.globalfundforchildren.org](http://www.globalfundforchildren.org), is seeking a part-time Operations Associate to work approximately 20 hours per week, preferably between 9:00 am to 3:00 pm Monday through Thursday.

GFC is a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. Professional development and growth opportunities are available.

The PT Operations Associate will play a key role in coordinating and supporting GFC's organizational systems and functions including finance, human resources, technology, and administration, and as such, is responsible for helping to ensure the smooth day-to-day operations of GFC.

This role supports the GFC Team with a wide variety of administrative and logistical duties, related to meeting and event planning, staff engagement, targeted research and general office management activities. The incumbent will be responsible for helping to create a positive and welcoming environment in the office and will advise on and enact continual improvement in our office operations and will be expected to perform various related duties in support of GFC's mission. The PT Operations Associate will also provide supplemental support to the President/CEO and leadership team. A successful candidate must be able to self-manage projects and tasks to completion. Flexibility, positivity, proactively, independence, drive and a willingness to pitch in as true team-player are essential to success. This role reports to the Director of Operations Systems Improvement.

### **KEY RESPONSIBILITIES**

#### Office Management

- Ensure the GFC office space is maintained and organized and initiate steps to improve appearance, systems, organization, and smooth functioning, as appropriate
- Function as an internal point-of-contact for visitors and welcome guests to the office
- Ensure GFC phone system is operational and that incoming calls are handled in a friendly and welcoming way
- Respond to incoming general emails and direct to correct contact as necessary
- Assist staff in using online meeting systems, and maintain scheduling for company-wide meetings
- Complete monthly office and kitchen supply orders
- Manage shipping and postage needs for the office
- Manage technology and equipment vendor relationships
- Create and maintain inventory lists for technology and office equipment

#### Office Culture and Employee Engagement

- Coordinate Staff Meetings to ensure staff are signed up to lead them and that Agenda's are prepared in advance
- Assist in coordinating staff engagement and professional development events, such as brown bags, outings, social activities, volunteerism, and partner visits
- Assist in fostering and reinforcing organizational strategy and values and ensuring they are visible in the office

#### Administrative Support

- Assist Leadership with travel and meeting logistics and preparations, as needed
- Coordinate logistics for staff meetings, Senior Leadership Team meetings, Board meetings, and other meetings, as needed
- Enter relevant contacts and data into Raisers Edge to ensure accurate and timely access to pertinent information is accessible
- Assist with prospect research, as requested
- Ensure CEO calendar is up-to-date and coordinate travel, event and meeting logistics, as needed
- Assist the Finance Department with filing, documentation and audit preparation, as needed

#### **ESSENTIAL REQUIREMENTS AND QUALITIES**

- Bachelor's degree in a related field preferred
- 1+ year relevant professional experience; international aid or child advocacy experience a plus
- Proficiency in all Microsoft Office applications
- Superior service orientation
- Professional experience with travel, event and meeting arrangements
- Strong attention to detail, ability to manage complex tasks, highly organized, flexible, dependable and able to prioritize competing demands
- Excellent communication and diplomacy skills (active listening, writing, speaking)
- Strong interpersonal skills; effective at working with others over geographical distance
- Listens carefully to feedback and comments from staff and adapts plans/actions accordingly
- Ability to process information quickly
- Ability to work independently and meet daily deadlines

If this sounds like a fit, we want to hear from you. Please send a cover letter **which includes hourly salary expectations** and a resume to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org), **by August 20, 2018**, with "PT OA" in the subject line. Applicants must be legally eligible to work in the United States.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.