



Operations & Human Resources (HR) Associate

How does it all work?

Global Fund for Children works to build a world where all children and youth are safe, strong, and valued. To that end, we partner with innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1997, we have invested more than \$44 million in over 700 organizations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join 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. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

What will you be doing?

The Operations & Human Resources (HR) Associate will play a key role in building the GFC team's collective capacity, with a particular focus on GFC's organizational systems and functions including human resources, technology, facilities and administration. The Operations & HR Associate is also responsible for providing operational and administrative support to the Leadership Team, as well as helping to ensure the smooth day-to-day operations of GFC. Focus on GFC team engagement and superior "customer" support will be key, as well as the ability to address multiple different types of requests

This role supports multiple areas within GFC. The O&HR Associate will perform administrative and logistical duties, related to meeting and event planning, staff engagement, general research and general office management activities. Generally, the O&HR Associate will be responsible for finding new and creative ways to cultivate a positive and welcoming culture both virtually and in our physical office environment.

A successful candidate must be able to self-manage projects and tasks to completion. Flexibility, positivity, creativity, independence, drive, an ability to anticipate needs, and a willingness to pitch in as a true team-player are essential to success. This role reports to the Senior Director, Operations and Governance.

KEY RESPONSIBILITIES

Office Management

- Ensure the GFC physical office space is maintained and organized and initiate steps to improve appearance, systems, organization, and smooth functioning, as appropriate.

- Manage inventory of office supplies and kitchen supplies. Place orders on timely schedule to ensure we have necessary items in stock.
- Interface with the stakeholders and partners to ensure GFC's systems are operational and coordinate events
- Function as an internal point-of-contact for visitors and welcome guests to the office
- Respond to incoming general emails and direct to correct contact as necessary
- Assist team members in using online meeting systems, and help maintain scheduling for company-wide meetings
- Process incoming mail, and assist in office-based administrative tasks such as reviewing email inquiries, responding to incoming phone calls, ordering supplies and working with vendors
- Assist in distributing and maintaining equipment and supporting technology updates for the organization
- Work with remote tech support in setting up equipment and running computer updates
- Function as extended office support to the UK Trust office

Office Culture and Employee Engagement

- Coordinate Virtual Team Meetings and ensure that agendas 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 Managers and HR in coordinating recruitment, candidate screening, onboarding and exiting processes and procedures for staff, consultants, fellows and interns.
- Assist in fostering and reinforcing organizational strategy and values for all team members
- Work collaboratively across the organization, building strong relationships with colleagues to stay informed of the latest organizational and field developments and advance organizational priorities
- Support efforts to increase opportunities for staff engagement, including social activities and professional development
- Assist with updating and maintaining monthly employee newsletter by collecting details about new initiatives, project and important deadlines from colleagues and including content from GFC's website.

Administrative and Human Resources Support

- Assist Leadership with travel and meeting logistics and preparations, as needed
- Coordinate logistics for staff meetings, Management meetings, Board meetings, committee meetings, and other meetings, as needed
- Assist with board communication, logistics and meeting preparation.
- Enter and manage data and upload materials and relevant information in GFC systems.
- Assist in recruitment activities, such as posting vacancies, organizing applicant submissions, and reviewing applications
- Assist in employee benefits management activities, such as updating information in platforms and reconciling invoices
- Assist in personnel documentation maintenance, to include filing, organizing and maintaining up-to-date electronic and "paper" based personnel files
- Assist in updating and maintaining organizational policies, procedures and processes, as well as associated forms

- Contribute to project/program activities, as requested (e.g., conduct targeted research, assist with the preparation of materials, as appropriate)
- Draft letters and correspondences, and assist in editing, formatting and finalizing reports, proposals and other publications, as requested
- Complete monthly expense reports for CEO and GFC issued credit card expenses

ESSENTIAL REQUIREMENTS AND QUALITIES

- 2+ years relevant experience; international aid or global development experience a plus
- Proficiency in all Microsoft Office applications
- Experience in data entry and use of databases
- Superior service orientation, with experience working virtually with geographically dispersed teams
- 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
- Experience supporting HR-related functions, a value-add
- 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 and adapts plans/actions accordingly
- Ability to process information quickly
- Ability to work independently and meet daily deadlines
- Bachelor's degree in a related field or the equivalent in experience and/or credentials.

How to apply:

If this sounds like a fit, we want to hear from you. Please send a detailed cover letter and a resume to careers@globalfundforchildren.org with "OHRA" in the subject line. Applicants must be legally eligible to work in the United States. Position is open until filled for immediate hire and only short-listed candidates will be contacted. Learn more about us at www.globalfundforchildren.org.

The salary range for this position is low to mid \$50's dependent on qualifications and level of experience. The role is a hybrid position and requires weekly office-based work from our DC office.

We offer great benefits including generous paid time off, 100% employer paid medical insurance and a 403b safe-harbor match plan.

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