

# Operations Associate, Full Benefits

New York (Remote Initially) // Full Time

## Overview

The Jain Family Institute (“JFI”) is seeking an Operations Associate to join our operations team in supporting our diverse projects and general nonprofit administration. The Operations Associate will help look after human resources, budget & payroll, professional services (legal, accounting, IT, etc.), facilities, and general operational and administrative tasks. They will also share responsibility for organizational culture, including regular staff meetings, social events, and retreats. They will join a young, dynamic team of generalist-practitioners and may have select opportunities to contribute to JFI research projects.

The ideal candidate is self-starting, highly organized, and detail-oriented. The Operations Associate must have the ability to multi-task and succeed in a dynamic, fast-paced work environment—effectively managing the competing priorities of organizational requirements, and urgent, unanticipated tasks that require fast turnaround.

JFI is a growing organization and the ideal candidate will be adept at resolving operational and administrative issues before they arise through a systematic and professional approach to running the operations of a nonprofit. The candidate should be able to quickly familiarize him/herself with, and keep abreast of, JFI’s active initiatives, and be able to communicate clearly to outside partners.

They will join a team of 15 full-time staff and report directly to the COO.

## How to Apply

Those interested in the position should send the following application materials to [admin-apps-2021@jainfamilyinstitute.org](mailto:admin-apps-2021@jainfamilyinstitute.org):

1. Resume with contact information
2. Letter of interest describing your fit for the role

Please submit these materials at your earliest convenience. We will be reviewing applications on a rolling basis.

## **Responsibilities**

The Operations Associate will work closely with the COO and Executive Director on a number of operational tasks, including:

- Alongside COO, managing accounting, finance, and compliance, including liaising with accountants and bank representatives, preparing tax and audit documentation, and managing billing
- Managing HR and benefits
- Planning events, both internal and public-facing
- Miscellaneous administrative support, including scheduling for CEO and COO as needed, and updating JFI documents and promotional materials
- Maintaining physical office space during the remaining period of remote work and helping manage transition back when appropriate -- including coordinating with building staff and contractors and managing supplies and facilities when fully in-person
- Assisting with research projects, as needed

## **Required Skills and Qualifications**

### **Required**

- Outstanding organizational abilities and attention to detail
- Experience as an executive assistant, office manager or comparable role
- Proficiency in G Suite and Microsoft Office administration
- Excellent verbal and written communication skills
- Strong academic record
- An ability to juggle competing priorities on tight, overlapping deadlines
- An interest in the social sciences and JFI-relevant fields

### **Helpful Skills and Qualifications**

- Graphic design and formatting skills (PowerPoint, InDesign, Photoshop)

- Experience in the nonprofit sector
- Experience with web building and listserv management platforms (e.g. Mailchimp)
- Familiarity with accounting software such as Quickbooks

**Benefits**

- Compensation commensurate with experience and qualifications
- Full benefits, including healthcare, dental, and vision, NYC Metro area transit costs covered 100% by employer, 401(k) with company matching, and unlimited PTO
- Opportunities to join conversations and events with scholars, policy experts, and representatives from a variety of other related organizations

**Commitment**

- Full-time (approximately 40 hours per week)
- The position will be remote at least until summer 2020, though you may be required to check in on our Manhattan office on occasion
- However, you will need to be present and online during your set working hours, and as needed for research meetings and presentations. Our typical hours are 10am-6pm ET
- You must be located in the New York City area or willing to relocate when it is safe to reopen our office

**About JFI**

The Jain Family Institute is an applied research organization in the social sciences. We work to bring just and equitable research and policy from conception in theory to implementation in society. Our current initiatives include applied research in higher education finance, guaranteed income, and digital ethics.

JFI is firmly committed to the principle of Equal Employment Opportunity (EEO). We believe that the quality of our work and research is immensely strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, gender identity, race, ethnicity, disability and more. We

actively seek and welcome applicants who identify as BIPOC, women, members of the LGBTQIA community, persons with disabilities, and people at the intersections of and peripheries of these identities, from across the spectrum of disciplines and methods. For details about our staff and current projects, see <http://www.jainfamilyinstitute.org>.