

Operations Associate, Full Benefits

New York // Full Time

Overview

The Jain Family Institute is seeking an Operations Associate to join our operations team in supporting our diverse projects and general nonprofit administration. The Operations Coordinator will play a key role in maintaining the day-to-day operations of our Manhattan office, managing vendor and partner relationships, coordinating facilities matters and executing general operational and administrative tasks. They will work in an intellectual environment and have the opportunity to add to JFI's research.

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 quotidian organizational requirements, and urgent, unanticipated tasks that require fast turnaround.

JFI is a rapidly 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 small team of generalist-practitioners with backgrounds in philosophy, physics, psychology, economics, literature, and publishing.

How to Apply

Those interested in the position should send an email to admin-apps@jainfamilyinstitute.org, containing a CV or résumé, a letter of interest, and a writing sample of 10-15 pages demonstrating an ability to clearly synthesize, analyze, and communicate information from a variety of sources.

Selected candidates will be invited to an introductory web or phone meeting followed by an in-person interview in our Manhattan office in April.

Responsibilities

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

- managing the organization's human resources tasks
- overseeing complex schedules of CEO and Managing Directors and coordinating company-wide calendars
- assisting with research projects as needed
- booking travel and accommodation
- planning and managing events
- maintaining and organizing internal documents
- coordinating with accountants on bookkeeping matters
- executing general clerical tasks
- maintaining and managing the physical office space, including light cleaning duties, watering plants, coordinating with building staff and contractors for repairs, etc.
- editing and formatting electronic and print documents for internal use and external audiences
- updating and editing content on the company website

Required Skills and Qualifications

- experience as an executive assistant, office manager or comparable role
- excellent written and verbal communication skills
- a high level of proficiency in G Suite administration
- a high level of proficiency in Microsoft Office, especially PowerPoint
- the ability to quickly learn new software and platforms
- an interest in the social sciences and related fields

Helpful Skills and Qualifications

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

- experience with web building and listserv management platforms and coding languages such as Mailchimp, Kirby, Markdown, Javascript, Python
- nonprofit experience
- familiarity with accounting software such as Quickbooks

Benefits

- fair compensation, commensurate with experience and qualifications
- generous health and dental insurance with additional benefits
- opportunities to meet with scholars, policy experts, and leaders in finance, business, education, and the arts

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 mission is to address pressing social problems by identifying high-impact interventions that will translate to real world progress.

For details about our staff and current projects, see <http://www.jainfamilyinstitute.org/>.