



Employment type: Full-time, Exempt

Salary Range: \$45,000-50,000

Program area: Admin

Reports to: Senior Operations and HR Manager

Operations Associate

OneAmerica is an Equal Opportunity Employer.

We strongly encourage women, people of color and LGBTQ candidates to apply.

OneAmerica is a Seattle-based nonprofit whose mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include grassroots organizing, policy advocacy, immigrant integration programs and civic/electoral engagement. Our family of organizations consists of [OneAmerica \(501\(c\)3\)](#), [OneAmerica Votes \(501\(c\)4\)](#) and [OneAmerica Votes Justice Fund \(PAC\)](#). Our work today is more important than ever, and OneAmerica is growing and becoming stronger to meet our current political challenges. In the past three years, because of our efforts we have:

- established a democratic trifecta by electing the most diverse state legislature in Washington's history with women of color in the forefront,
- passed the strongest sanctuary city bill in the country protecting immigrants from deportation,
- enacted the Washington Voting Rights Act to eliminate racially polarized voting and elect more people like us into local office
- filed a lawsuit against the Trump administration for the unlawful ruling on the Muslim ban, and
- flipped a congressional house seat laying the groundwork for the recent passage of the Dream & Promise Act in the house.

During this time of growth and opportunity OneAmerica is working to strengthen our response to the emboldened racism and xenophobia facing our communities by building the social and political power of immigrants and refugees in Washington State. Given the current political environment in our state and OneAmerica's strong reputation, we are poised to govern with new bold ideas for immigrant power and protection. A significant challenge in this moment is remaining bold in our response to the national backlash facing immigrants and refugees while also staying focused on our core goals of building power and a long-term agenda for our state.

OneAmerica is looking to welcome an Operations Associate with a "whatever it takes" attitude and a passion for social justice. This person will be the "CEO" of ensuring that all office systems run smoothly and staff members have the administrative support necessary to do their best work. As a member of the Administrative Team, the Operations Associate will work closely with the Senior Operations/ HR Associate, and Finance staff to strengthen OneAmerica's administrative infrastructure and further the programmatic goals of the organization.

PRIMARY RESPONSIBILITIES

Office Management 30%

- Front desk reception:
 - Greet guests, respond to phone and email inquiries; collect and distribute mail
 - Membership and funds processing
 - Process funds and invoices on a daily basis
 - Assist in the ordering and inventorying of office supplies
 - Oversee the organization of items in storage room
- General operations:
 - Manage interpretation equipment rentals; process reservation requests for organizational equipment
 - Take inventory of technology
 - Manage technology for Staff Meetings; Board Meetings if necessary
 - Support staff with password management and email access; other technology questions
- Human Resources:
 - Assist Senior HR and Operations Manager in scheduling interviews and tracking information for hiring processes.

Support the programmatic work of the organization 30%

- Ownership of key administrative and scheduling duties for the Executive Director and Deputy Director
 - Management of Board of Directors meetings, documentation and tracking in partnership with the Executive Director.
- Meeting/event support
 - Internal meeting coordination
 - Assisting in staff recognition such as birthdays and OA Anniversaries
 - Short- and long- term projects, in accordance with organizational priorities

Management of Office Technology- 40%

- In partnership with the Senior Operations/HR Associate create and implement annual technology plan
- Oversee organizational technology such as:
 - Usage and tracking of all organizational apps and passwords
 - Manage monthly visits from technology consultants
 - Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
 - Direct technology trainings to general staff
 - Internet and server management
- Offer technology support, troubleshooting, and maintenance

- Organize and manage office tech bank and reservations in partnership with other staff and partners
- General technology support, troubleshooting, maintenance, and training
- The above list is intended to describe the general nature and level of work being performed by the Operations Associate. It is not an exhaustive summary of all responsibilities and skills required, and all employees will be expected to perform duties outside of their standard responsibilities, as needed.

QUALIFICATIONS

We are seeking candidates who excel in relationship-building, are results-oriented, and have strong project and people management skills. We are looking for:

- Minimum of 1 or more years of experience in Operations/ Technology Management or other comparative experience
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles and shifting priorities and managing multiple projects at once.
- Strong written and verbal communication skills
- Bilingual skills are preferred.
- Access to reliable vehicle and possess a Washington State driver's license
- Willingness to travel and accommodate community-based scheduling needs such as evening and weekend meetings

COMPENSATION:

· Salary range \$45,000-\$50,000

· Comprehensive health, vision, dental, life, short- and long-term disability and supplemental insurance; Flexible Spending Account (FSA), 403(b) retirement plan; 5 weeks paid time off, paid family leave, ORCA transit card

· OneAmerica is committed to employee growth and advancement, including opportunities for professional development.

APPLICATION INSTRUCTIONS:

To apply, please send a resume and cover letter to jobs@weareoneamerica.org. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica.

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