

Operations Associate

About AFR Education Fund

AFR Education Fund has been called “**the leading voice for Wall Street accountability**” in Washington. Help us continue and grow this important work.

Formed in the wake of the 2008 financial crisis, our coalition led the ‘outside’ campaign to strengthen and win passage of the Dodd Frank Financial Reform bill, including the creation of the Consumer Financial Protection Bureau. Since then we have fought Wall Street capture, improved countless rules and regulations, reigned in abuses by predatory lenders, and put big new ideas on the table to make finance work *for* most people, not against us.

AFREF’s staff effectively advances the agenda of a diverse and powerful coalition of more than 200 consumer, civil rights, labor, community-based, and other organizations, along with academics and other experts, working together to move forward this fundamentally important set of levers for progress towards economic and racial justice.

Job Overview

The Operations Associate will support the daily operations of *AFR Ed Fund* and *AFR* in the primary areas of Administration, Accounting, Development, and Human Resources, as well as provide executive support to the Executive Director and COO with administration, scheduling, and special projects.

The ideal candidate will be strong at multitasking, detail-oriented, self-driven, and creative. They will have an exceptional ability to set up and maintain solid systems, and be attuned to interacting with variety of audiences (staff, board members, partners, vendors, etc.). The successful candidate will appreciate and enjoy the fast-paced nature of our work, be motivated by AFREF’s mission, and have a strong commitment to economic and racial justice.

Job responsibilities include:

- Provide executive administrative support to both the Executive Director and COO, to include executive and organizational scheduling, written communications, and meeting/event coordination and special projects.
- Manage and maintain organizational calendar, listservs and directories, shared drives and files, and various subscriptions and licenses.
- Primary liaison to several organization vendors
- Execute credit card reconciliation and reimbursement processing for Operations team
- General grants administration support, including filing proposals and reports, updating grants calendar, managing donor correspondence, and updating donor databases
- Human Resources functions, including posting job descriptions, managing application files for hiring team, and scheduling interviews of applications

Requirements and Qualifications include:

- Be committed to economic and racial justice
- Be able to rapidly shift between multiple projects and priorities. Be good at multitasking and comfortable in a fast-paced and diverse environment
- Be well organized and pay careful attention to detail
- Have good judgement and a proactive approach to solving problems
- Excellent communication skills including interpersonal diplomacy; Highly collaborative, instinctually inclined to engage others and a good listener
- Knowledge of best practices in office administration and operations
- Be proficient with MS Office (Word, Excel, PowerPoint), Google Suite, formatting documents, and managing listservs

- Must be able to sit long hours in front of a computer

Salary and Benefits: Salary range \$42,000 - \$48,000. Generous benefits, including medical, dental, vision, 401k, paid holidays and sick leave, mobile phone allowance and remote-working flexibility.

HOW TO APPLY

Please send a letter of interest, resume, and writing sample to Darrell Diggins, at: ddiggins@ourfinancialsecurity.org. (Enter "Operations Associate" in the subject line.)

We are committed to a workplace that reflects the diversity of America defined broadly and where the talent, skills and uniqueness of each staff member are respected. We are committed to a policy of equity for all employees and to equal opportunity for all applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, family responsibilities, and disability.