

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 operations of AFR Ed Fund and AFR, will serve as the coordinator for our in person and virtual work environments, and will provide support to the COO and the Executive Director with administration, scheduling, and special projects.

The ideal candidate will be good 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 a 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, but are not limited to:

Office and Work Environment Coordination, ensure administrative and work environment activities run smoothly on a daily and long-term basis, including:

- Upkeep Organizational Systems
- Act as Office Coordinator and liaison with the building
- Technology support

Operations department support, support in the areas of accounting and HR, including:

- Execute credit card reconciliations and reimbursement processing
- Provide recruitment support
- Support onboarding coordination

Development Support, work with the COO and Development Director as part of the development team, including:

- Track and file grant proposals and reports
- Update grants calendar and various grant tracking systems

Special projects and scheduling, work with the COO and ED including:

- Assist with Board of Directors communications
- Organize virtual and in-person office events and special occasions
- Take on other projects as needed

Requirements and Qualifications include:

- At least 1 year of previous experience with operations, office administration, and/or executive assistance
- Commitment to economic and racial justice
- Have a proactive approach to solving problems and good judgment
- Good communication skills including interpersonal communication, a highly collaborative approach, and active listening skills
- Be comfortable managing up with supervisors and senior staff to ensure timelines are met and projects are completed successfully
- Proficient at multitasking in a fast-paced and diverse environment; good follow up skills to ensure staff needs are met
- Be well organized and detail-oriented
- Proficiency with MS Office (Word, Excel, PowerPoint), Google Suite, formatting documents and be able to manage multiple lists and databases
- Ideally have experience with administrator roles on Zoom, LastPass, and Google Suite or be able to learn new software quickly

Salary and Benefits: Salary range \$50,000 - \$60,000. Generous benefits, including medical, dental, vision, 401k, paid holidays and sick leave, mobile phone allowance and remote-working flexibility.

Location: This is a DC/MD/VA-based position. The organization is currently on a hybrid work model, and this position requires some amount of in-office work, at our DC office.

HOW TO APPLY

Please submit your application with a letter of interest and resume via our [candidate portal linked here](#).

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.