

Job Posting

Kirsh Philanthropies LLC

Role:	Operations Associate
Location:	New York, NY (on-site Monday-Thursday, remote Fridays)
Salary:	\$75,000 to \$95,000 per annum (+ benefits)
Reporting to:	Internal Operations Director

About Kirsh Philanthropies

Kirsh Philanthropies' portfolio includes a range of philanthropic initiatives across Southern Africa, Israel, the UK, and the US. It focuses on providing essential building blocks to vulnerable populations in southern Africa as well as furthering the safety and vibrancy of Jewish communities around the world, with an emphasis on providing "fishing rods rather than fish" to promote initiatives with longer-term sustainability. Kirsh Philanthropies has deep ties to the various communities in which it is active and works constantly to be responsive to the changing needs of its beneficiaries.

About this role

The Kirsh Philanthropies team is a global collective that oversees giving across multiple continents. We seek a highly organized and proactive Operations Associate for our NY office to provide essential operational support to senior staff and ensure the smooth day-to-day operation of our office environment. This individual will assist in coordinating team-wide meetings and other functions, ensure that the physical office space and associated services run efficiently, and support the implementation and management of internal systems and processes. The ideal candidate will be tech-savvy and comfortable supporting the team with technology-related tasks. This is an excellent opportunity for a candidate interested in learning more about philanthropic organizations and/or workplace operations.

Key Responsibilities and Duties

OFFICE ADMINISTRATION

- **Vendor Management:**
 - Oversee relationships with external vendors for services such as software subscriptions and licenses, office cleaning, tech support, and catering.
 - Maintain an up-to-date inventory of all tech subscriptions and software licenses; ensure accounts are activated/deactivated as needed and renewals are processed in a timely manner.
- **Office Supplies and Facilities:**
 - Monitor office inventory, order necessary food and supplies, and ensure all materials and equipment are readily available and stocked.
 - Liaise with building management, ensure the upkeep of the office space, and address any maintenance or facility-related issues.
 - Maintain office technology, including conference room camera and common space screens.
- **Security and Visitors:** Oversee visitor registration, ensure security protocols are followed, and serve as primary point of contact for guests arriving to the office to ensure a professional and welcoming experience.
- **Bill Pay:** Manage renewal deadlines and coordinate with the accounting team for timely payment of all bills, including rent, subscriptions, licenses, and other services.

TEAM SUPPORT

- **Travel Coordination:** Arrange and manage travel logistics for team members, including booking flights, accommodations, and transportation.
- **Human Resources Support:** Assist with onboarding and offboarding employees, maintain employee records, coordinate annual training, and liaise with our health insurance representative.
- **Retreat Logistics:** Help coordinate the planning and logistics for team retreats, including managing travel, accommodations, and booking activities.
- **Trainings:** Schedule and coordinate team trainings on new technologies, tools, and internal processes; ensure materials are prepared and attendance is tracked

SENIOR STAFF SUPPORT

- **Administrative Support:** Coordinate with the Executive Assistant to the CEO when the CEO is in the New York office.
- **Meeting Coordination:** Coordinate scheduling of all team meetings, handle tech set-up for internal and external meetings and events, organize catering if needed, assist with printed meeting materials, and manage any other essential meeting-related operations.
- **Correspondence Management:** Review incoming mail and packages, ensuring timely follow-up with appropriate team members. Oversee the preparation and mailing of packages, gifts, and other materials as needed.

GRANTS ADMINISTRATION AND PROGRAM SUPPORT

- **Grant Administration Assistance:** As needed, assist with administrative aspects of processing grants.
- **Lockdown University:** Order and send gifts to speakers.
- **Research:** Assist with research projects as needed, if time permits.

Candidate Requirements and Personal Attributes

- At least **2** years of experience in an administrative, project management, or operations role.
- Team player who takes pride in contributing to the team's success
- Strong interpersonal communication skills to effectively engage with team members, visitors, vendors, and management
- Comfortable with various office technologies, including managing calendars, troubleshooting basic software/hardware issues, and utilizing common office tools (e.g., Microsoft Office, Google Workspace, Zoom)
- High level of personal responsibility, integrity, and accountability
- Discretion in handling confidential and sensitive information
- Ability to see even the smallest tasks as part of larger successes
- Highly organized with the ability to manage multiple projects, deadlines, and inquiries simultaneously
- Well-suited for a small-office environment that values flexibility, cooperation, a good sense of humor, and resourcefulness
- Takes responsibility for mistakes and learns from them

- Demonstrates a high degree of initiative in anticipating needs, solving problems, and ensuring smooth office operations

Benefits and Compensation

Kirsh Philanthropies offers a competitive compensation and benefits package, including medical, dental, and vision health insurance, retirement benefits, and generous paid and sick leave.

Kirsh Philanthropies is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status, or any other category protected by applicable federal, state, or local laws.

The company is an at-will employer, as allowed by applicable state law. Regardless of any provision in this application, if hired, the company or employee may terminate the employment relationship at any time, for any reason, with or without cause or notice.

How to apply

Please email your resume and cover letter to Shira Hudson, Internal Operations Director, at shira@kirshphilanthropies.com.