



# North Star Fund is Hiring a Operations Associate (Part Time)

## ***An organized and collaborative person to help our team run smoothly***

The Operations Associate plays a key role to ensure the smooth operation of our virtual and physical offices. They will work in our main office location at least once per week. They will support in-person meetings and in-office tasks on a regular basis. As part of the Finance and Operations Team, this person also supports our fiscally-sponsored entities.

North Star Fund is a social justice fund that supports grassroots organizing led by communities of color in New York City and the Hudson Valley. We organize people across race and class to give in support of social justice movements. We also offer year-round programming to help organizers build and sustain their work.

This position is a part-time position at 20 hours per week. This role reports to the Managing Director, Finance and Operations. This person will regularly coordinate their work with other North Star Fund staff.

*Note:* This person must live within a daily commuting distance from our office in midtown Manhattan.

## **Responsibilities**

The Operations Associate plays a key role to support the smooth operation of our office's virtual and physical environment. The role requires a highly organized, dependable, collaborative and proactive individual. The Operations Associate's responsibilities are:

### **Support Internal Operations**

- Assist in scheduling internal org-wide meetings, board meetings and committee calls.

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[northstarfund.org](http://northstarfund.org)

- Support the day-to-day administrative operations of North Star Fund and entities fiscally sponsored all of its fiscal sponsorees entities.
- Implement new systems to improve productivity and efficiency across the organization in collaboration with the Managing Director, Finance and Operations.
- Project manage the implementation of new operations-related tools and systems.
- Provide administrative support as needed to the Executive Team.
- Open mail with a Development Team staff member.
- Assist in maintaining receipts log.
- Assist with organization-wide events and travel needs as requested and needed.

### Support for Human Relations (HR) functions

- Support and liaise with IT consultants and HR Manager when onboarding new employees.
- Manage the creation of all internal profiles and access to software platforms used by staff.
- Manage an emergency contact system for all employees.
- Coordinate the purchase of gifts and care packages supporting staff and grantees.
- Support processes associated with hiring and onboarding new staff members including ordering supplies to get them set up to work effectively from a home office.
- Track all office furniture and technology equipment purchased for remote staff.
- Support the off-boarding process of staff, including collecting office keys, building ID cards and related tasks.

## Organize Virtual and Physical Office

- Manage the opening and distribution of mail to the appropriate staff.
- Maintain adequate office supplies and materials in the office.
- Order and manage new tech equipment purchases.
- Ship materials including organizational branded goods and collateral.
- Manage office space including training staff on using conference and meeting spaces, requesting repairs needed in the office.
- Answer phone calls and return voicemail messages placed to our main office number.
- Manage removal of materials and records off-site as needed, to ensure the office space is functional for an optimal work environment.
- Coordinate office moves, including all logistics involved when staff change offices.
- Assist in identifying office space solutions as needed.

## Support Knowledge and Information Sharing

- Support the implementation of new systems, review processes and update admin materials and office procedures.
- Support staff training on new software tools and operating systems, providing one-on-one support as needed.

## Support Strong Organizational Culture

- Contribute to a safe, healthy, collaborative and productive team culture.
- Attend and contribute to internal staff and team meetings as well as retreats when needed.
- Engage in and help to shape the organization's strategic planning.

## Required Skills

- At least two years of experience staffing an office and interacting with office service vendors, preferably in non-profit sector
- Proficiency with standard office software (such as Google Worksuite and Microsoft Office Suite), video conferencing platforms (Zoom or Google Meet), Asana
- Familiarity with standard office equipment (networked printer/copier, office kitchen appliances, desk equipment)
- Experience managing personal identifiable information and maintaining secure data practices
- Experience providing logistical support for events
- Deep social justice values and a demonstrated commitment to the practice of racial justice, inclusion, and community-driven change
- Fluency with related concepts around intersectionality, structural, institutional, and internalized racism
- Resilience, flexibility, humility, self-awareness, and a sense of humor
- Excellent multi-tasking and problem-solving skills
- Excellent time management skills, with a collaborative approach to all parties that reflects our values
- Excellent collaboration and communication skills

## Desired Skills

- Familiarity with Airtable
- Commitment to grassroots organizing led by communities of color
- Bilingual in Spanish or other languages (preferred)

## Physical Requirements

Must be able to work at a computer screen for several hours a day. Must be able to open and read physical mail. Must be able to meet with a wide range of people, including grantee organizations and North Star Fund supporters, in-person and via video conferencing. Occasional evening and weekend events as needed. Light lifting for office tasks or in-person events may be required, but accommodations will be made as necessary for the safety and well-being of all employees.

## Compensation

The salary for this position is \$42,789 per year, as a part-time employee (PTE) in accordance with North Star Fund's compensation structure. North Star Fund offers generous benefits that include 100% premium paid for medical, dental, and vision insurance; a 403(b) retirement plan with an employer contribution, a work-from-home stipend, flex-time, vacation and holidays. A full list of benefits is available for review by finalists for the position.

## Additional Information

North Star Fund uses a 32-hour work week for full-time employees, with normal work days running Monday through Thursday. Evening and weekend work is sometimes required. We currently use a hybrid work model: we work from home and have an office in midtown Manhattan. We have not yet set a date for a return to our physical office for in-person full-time work.

## Residency

All staff are required to periodically attend in-person meetings and events in New York City and the Hudson Valley. Applicants for *this* position must live within daily commuting distance from our office in midtown Manhattan.

## How to Apply

Please share a resume and a cover letter that shares your experience and interest helping to run a team or office smoothly. As part of your application please submit one example of an office policy or onboarding of staff you were responsible for implementing in a previous setting. More info and application instructions are at [www.northstarfund.org/jobs](http://www.northstarfund.org/jobs).

**Please no calls or emails.** We appreciate all submissions, but please be advised that our capacity allows us to only respond to those best qualified for the position.

Priority will be given to applications received by March 6, 2025.

**North Star Fund is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics.**

**North Star Fund is firmly committed to equity and diversity and to the recruitment and retention of people from backgrounds traditionally excluded from philanthropy, including Black, Indigenous and people of color, women, LGBTQ people, elders and people with disabilities.**