



Operations Associate *Position Description*

Human Impact Partners (HIP) seeks an Operations Associate to support internal operations as we grow our work to advance health equity and racial justice. This role will help provide HIP's staff with the backbone support needed to thrive in our work, including general administration, office and online operations, contracts and invoice processing, and support for staff-wide meetings and organizational development.

Location: Oakland, CA (when we resume in-office operations later this year)

Status: Full-time, exempt

Salary: \$60,000 to \$70,000 annually

Target start date: July 15, 2021

Deadline: Please submit applications by 4:00 pm Pacific Time on Thursday, June 3, 2021. This position is open until filled.

About Human Impact Partners

Human Impact Partners (HIP) is a national public health organization that brings the power of public health to campaigns and movements for a just society. We are committed to centering equity in public health practice and to building collective power for change with social justice movements.

HIP uses advocacy, organizing, policy-driven research, and capacity building strategies to transform public health practice and advance equitable policymaking at the local, state, and federal level. We focus on key determinants that affect health, including community safety and immigration, economic security, and housing.

We are a growing nonprofit with 15 staff, and we dedicate significant resources to aligning our internal culture and practices with our racial justice vision. For more details about HIP and our approach, visit: www.HumanImpact.org.

About the Position

The Operations Associate will work closely with the Operations Director to manage and strengthen internal operations for our growing team. This is an exciting time to help us reevaluate our needs and find solutions for an evolving organization - from implementing online administrative and financial systems to navigating the balance of office and remote work. You'll get to contribute to all facets of the organization by supporting administration, human resources,



finance, and organizational development. And you'll be part of a team that welcomes new staff with warmth and curiosity about you as a human.

We're looking for someone who will dive enthusiastically into the details of forms and processes to achieve accuracy and organization in all our internal matters, while being friendly and approachable, and keeping administration simple and supportive. This is a great role for someone who is both detail- and people-oriented, who wants to help design new systems that are effective and equitable, and who wants to learn and be heard as a member of a hardworking, collaborative, and values-driven team.

Responsibilities

- Administration (50%)
 - Providing support for all-staff and other meetings, including Zoom set-up and tech support, scheduling, and note-taking
 - Managing organizational calendars, email groups, and other G-Suite administration as needed
 - Maintaining office systems including filing (electronic and paper), conference room reservations, purchasing supplies for office and remote staff, providing IT support, etc
 - Supporting contract management and maintenance of business registrations
 - Documenting and refining internal protocols and procedures as our organization grows
 - Researching new solutions for outdated systems and helping implement them, including set-up and staff training
- HR (30%)
 - Tracking and supporting processes for annual performance reviews, benefits Open Enrollment, retirement plan administration, and hiring for staff and interns
 - Collecting and updating personnel information including time sheets, employee information forms, etc; supporting transition to digital personnel records in the next 12 months
 - Coordinating orientation and paperwork for new hires; updating onboarding process and materials as needed
- Financial (10%)
 - Processing incoming invoices/check requests and preparing outgoing invoices for clients
 - Preparing monthly credit card statements for reconciliation

- Supporting the annual financial audit and other projects as needed
- Organizational development (10%)
 - Supporting staff meeting planning and facilitation; taking notes for meetings
 - Contributing to internal workgroups — e.g. wellness, internal operations — and other organizational processes as needed
 - Supporting Board of Directors functions and meetings, including scheduling and logistics, preparing materials, etc.

Qualifications

Values

- A deep commitment to racial, economic, and gender justice and HIP's mission, vision, and values
- A demonstrated commitment to high professional ethical standards and putting values into practice
- A service-oriented approach to administration that balances purpose and process
- Creativity, humility, and a solid sense of humor

We don't expect anyone to bring all of these skills, but seek a mix of the following:

Skills and expertise

- 2-3 years experience in administration, operations, or office management — preferably in a social justice setting / organization
- Experience in project and process management; highly effective at setting and adhering to timelines, tracking and following up on tasks, and seeing projects through to completion
- Highly organized; able to create and maintain effective systems for keeping records and storing information
- High attention to detail and follow-through; integrity in managing sensitive financial and personnel information
- Strong interpersonal communications skills including the ability to give clear and concise instructions, respond to others with empathy, and build trust with people from diverse backgrounds and life experiences
- Demonstrated experience managing competing priorities while maintaining high standards of quality and responsiveness



- High level of self-awareness and ability to give and receive feedback well; growth mindset and commitment to ongoing professional development
- Lived experience belonging to communities most impacted by structural inequities

Wishlist for additional qualifications

- Experience using and/or managing the following platforms:
 - Google G-Suite apps and administration
 - TeamWork (or other project management software)
 - Bill.com and QuickBooks (or other financial tracking software)
 - Ease (or other benefits management software)
 - Zoom administration
- Experience with meeting facilitation, especially in a social justice setting

How to Apply

Please submit an application consisting of the following materials combined into a single PDF:

- Cover letter
- Resume
- Short writing sample (no more than 1 page) showing an internal communication (e.g., email, memo, etc.) that you wrote about an upcoming event/deadline, new process/system, or clarification of an administrative question
- Contact information for 3 references (we'll notify applicants before contacting references)

Please submit your PDF application to Operations2021@humanimpact.org by 4:00 p.m. PT on Thursday, June 3, 2021.

We would like the Operations Associate to begin no later than July 15, 2021.

Equal Opportunity Employment

Human Impact Partners is an Equal Opportunity Employer. We strongly encourage people with lived experiences related to the issues we work on (such as the criminal legal system, economic security, immigration), people of color, people with disabilities, and LGBTQ+ folks to seek employment or board opportunities with us. We do not conduct criminal background checks on candidates.