WAISN Development

OPERATIONS ASSISTANT JOB DESCRIPTION

ORGANIZATIONAL DESCRIPTION
The Washington Immigrant Solidarity Network (WAISN) is a grassroots coalition of over 200 immigrant and refugee rights organizations, formed in the wake of the November 2016 elections. WAISN’s mission is to protect and empower immigrant and refugee communities, establish statewide mobilization and galvanize communities through collective action across WA.

POSITION SUMMARY
WAISN seeks a motivated and passionate individual to support maintaining and building the financial health and sustainability of the organization. The Operations Support Assistant will support maintaining the organization’s cash flow, managing expenses, support program needs and reporting, with an eye towards improving transparency, communication, and collaboration across different parts of the organization, the community, and between staff and Steering Committee Members.

RESPONSIBILITIES & DUTIES OF THE POSITION
- General administration support and organizing on behalf of the Staff and broader WAISN Network;
- Work with staff to ensure efficient, accurate and compliant financial management and reporting;
- Provide operation and finance support to WAISN community organizations;
- Attend and assist with preparing meetings and documents for Steering Committee, trainings, staff, and other meetings;
- Manage expenses and revenues, including running payroll for staff and contractors, invoicing, bill tracking and deposits;
- Prepare and maintain all documents related to WAISN operations, from policies and procedures, to job descriptions, training manuals, contracts and more;
- Secure and maintain confidential and detailed records.

KNOWLEDGE, SKILLS AND ABILITIES
- Demonstrated commitment to immigrant rights and social justice issues, and the Network’s organizational values;
- Prefer 2+ years of operations, administrative and/or program management experience;
Strong verbal and written communication and presentation skills required;
Fluency in both oral and written Spanish a plus;
Model learning, transparency and accountability to solve problems;
Excellent interpersonal and relationship-building skills;
Ability to manage multiple projects at once and prioritize tasks as needed;
Demonstrated ability to organize time and manage multiple projects successfully;
Ability to thrive in a changing environment and to remain flexible and adaptive;
High degree of ownership, and able to proactively identify opportunities and propose solutions, willing to roll up sleeves and pitch in on a variety of tasks;
Must be a self-starter, quick learner, and work independently while also being collaborative and a fantastic team player;
Proficient computer skills in CRM/donor databases (Little Green LIght), MailChimp, social media platforms, Microsoft Office Suite, and financial systems (Excel, QuickBooks) a plus;
Flexible schedule with the ability to work evenings and weekends as determined by operational needs.

COMPENSATION
This is a 4 month, temporary part time position, with the possibility of becoming a permanent position in the future. The salary range for this position is $53,000/year.

TO APPLY
Please send resume, cover letter, and list of three references to info@waisn.org. All documents must be in a single PDF in one email with “Operations Support Assistant” in the subject heading. Applications will be accepted on a rolling basis until position is filled. No phone calls please.

******

WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.