Operations & HR Coordinator

ABOUT WAISN

The Washington Immigrant Solidarity Network (WAISN) is a grassroots coalition of over 400 immigrant and refugee rights organizations, formed in the wake of the November 2016 elections.

WAISN’s mission is to protect and advance the power of immigrant and refugee communities through a multiracial, multigenerational, multiethnic, multigender, multilingual, and multi-faith coalition. Our organizing strategy educates and mobilizes statewide to uphold and defend the rights and dignity of all immigrants and refugees, centering the voices of vulnerable and impacted communities.

The state of Washington is home to over 943,000 immigrants and receives the 8th most refugees among states. Many groups of, by and for immigrants and refugees have been working around the state for decades. In the face of the proliferating threats unleashed on us by the Trump administration and a rise in the white supremacy movement in the U.S., we have coalesced to form the Washington Immigrant Solidarity Network.

WAISN is the largest immigrant-led coalition in the state of Washington. We are a powerful, volunteer-driven network of immigrant and refugee-rights organizations and individuals distributed across the state in 27 counties. We work to provide support, capacity and resources to organizations’ efforts to build power and act as a united immigrant justice voice statewide.

The ideal candidate shares our commitment to building relationships and grassroots power in immigrant and refugee communities and supports our feminist decolonial transnational and intersectional values of joy, care, solidarity across differences, integrity and accountability.

POSITION SUMMARY

The Operations & HR Coordinator position will work closely with the Operations and HR Manager, Finance Director, and Executive Director to support the organization in its next chapter during a period of increased growth and becoming a 501 C(3). The Operations and HR Coordinator will be responsible for supporting the build of operational systems and improving productivity and efficiency. Priority projects in 2022 include offboarding from our current fiscal sponsor and setting up internal operations that fit the need of WAISN’s mission and vision. This position will report to the Operations and HR Manager.

KEY RESPONSIBILITIES

Human Resources

- Support in the development of team structures, roles, and onboarding of new hires;
- Own the talent recruitment process which includes posting job descriptions, scheduling candidate interviews, new staff orientation, and coordinating with respective teams to properly train new staff members;
- Process new employees through Gusto;
- Maintain documentation and notes for payroll processing, benefits changes, time off requests, and reimbursements;
- Assist in the development of an employee handbook and educational curriculum that aligns with the mission of WAISN;
• Support in establishing an organizational culture that centers joy and celebration of staff including planning retreats, recognition of birthdays/anniversaries, and self-care;
• Maintain effective working relationships with vendors and business partners;
• Support in the research and implementation of best HR practices.

Operations
• Coordinate with the Operations + HR manager to oversee accounts payable and accounts receivable;
• Manage expenses and revenues, including running payroll for staff and contractors, invoicing, bill tracking and deposits;
• Assist in maintaining documents related to WAISN operations such as policies and procedures, training manuals, and grant invoicing/reporting;
• Secure and maintain confidential and detailed records;
• Ensure operational activities remain on time and within a defined budget;
• Oversee materials and inventory management including staff WAISN laptops and cellphones;
• Provide operation and finance support to WAISN grassroots and non-501 C(3) partner groups;

Job Requirements and Personal Traits Preferred
• A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate income families;
• A demonstrated commitment to cutting edge progressive values that champion an intersectional decolonial and transnational feminist agenda centered around the dismantling of all systems of oppression;
• A minimum of 2 years of procured and/or project management experience;
• A minimum of 1 years of accounting experience;
• Independent and strong leader that is able to drive projects and programs to completion in a fast-paced environment;
• Ability to work within a coalition of diverse organizations and partners;
• Experience working in diverse communities and with grassroots organizations;
• Excellent writing and communication skills;
• Process driven and results-focused with superb organization skills;
• Self-motivated - proven ability to work independently;
• Capable of creating and maintaining a positive organizational culture and a culture of collaboration;
• Bilingual/multilingual skills are highly preferred and desired.
• Maintain a valid Washington state driver’s license. Ability and willingness to travel regularly & must live in Washington state.
• 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.
• **Proven leadership depth in Talent and HR:** At least 2 years of experience in Talent and/or HR roles in other organizational able to add deep skills in at least two of the following areas: 1) talent strategy, including around team structure, recruitment & retention, and talent planning, 2) key HR processes, including hiring and performance management, 3) employment law, 4) payroll and benefits administration.
• **Ability to manage in complexity:** Able to lean on “traditional” HR knowledge and best practices, while customizing WAISN’s HR approach to serve the unique needs of our organization; strategic and analytical thinker with the ability to pivot from big picture to detailed implementation as needed; able to translate compelling strategies into actionable plans and lead others to execute them with exceptional quality

• **Ability to operate in a dynamic environment:** Nimble, fast-paced and detail-oriented, bringing a passion for making things work well and an ability to handle a large volume of work in a high performing environment; can prioritize the work of the team within an environment that may be fast-paced and changing; flexible, solutions-oriented, and systems-minded, with the ability to adapt to the evolving needs of our growing organization and to think several steps ahead to ensure things run smoothly.

**COMPENSATION** This is a full time position. The salary range for this position is $70,000-$75,000 annually for full-time work, contingent on experience.

Benefits package includes professional development training fees, generous paid time off, vacation and sick leave. Please note that due to the new 501c(3) status, the organization is thinking through some of the most worker-friendly and people-centered best practices on employee benefits and policies that will include a retirement plan and collective days off.

**REMOTE/ HYBRID WORK POLICY** WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a $2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

**TO APPLY** Please send resume, cover letter, and list of three references to jobs@waisn.org. All documents must be in a single PDF in one email with “Operations & HR Coordinator” in the subject heading. Applications will be accepted on a rolling basis until the position is filled. Priority for applications received by July 1st, 2022. 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 historically and currently disenfranchised people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities and other historically and currently disenfranchised groups.**