OPERATIONS ASSOCIATE FOR THE GREEN NEW DEAL NETWORK

The Green New Deal Network (GNDN) is looking to hire a talented, detail-oriented, and dedicated Operations Associate who can provide overarching operational support to a nimble & quickly growing team. This position will be supervised by the Director of Operations. This is a full-time, exempt position.

About the Green New Deal Network
GNDN unites diverse national organizations and allied local coalitions across states, tribal nations, and in commonwealths & territories to win local, state and federal Green New Deal legislation. The GNDN members are working in concert to build a powerful organizing, policy, and political campaign to demand and win bold change.

Position Responsibilities
The Operations Associate will be an essential member of the GNDN Operations Team to provide financial and administrative assistance to GNDN staff and optimize the daily activities and performance of the team across the board.

People Operations + Organizational Culture (40%)
- Support implementation of recruitment, hiring systems, and processes, including the mid-year and annual performance review cycles.
- Research professional development opportunities for GNDN staff members.
- Create opportunities for staff to strengthen and actively build an equitable and inclusive team culture rooted in our core values.
- Participate in ongoing education on topics of interest pertaining to this position, including but not limited to operational processes, feedback, emotional intelligence, and Diversity, Equity, and Inclusion.

Financial Operations (40%)
- Oversee the completion of complete accounting, expense coding, reimbursements, billing, and reporting throughout and at the end of every month.
- Work with the fundraising team to understand grants, including monitoring spend down.
- Help compile and maintain data needed to effectively monitor various financial needs and prepare quarterly and annual financial reports.

Internal Operational Responsibilities (20%)
- Oversee vendors and contractors to ensure contracts are executed, and payments are tracked and on schedule.
- Ensure information and resources are organized and accessible in GNDN's Google Drive.
- Support planning and execution of GNDN events, such as team retreats, internal team meetings, broader coalition meetings, and other committee meetings.
- Manage or contribute to the implementation of other projects as needed
- Coordinate with Fundraising to provide financial & budget information and perform other administrative support, as needed

**Required Experience, Skills, and Characteristics**
- 2+ years of prior relevant experience in operations, ideally in a high-performing nonprofit or start-up team;
- Strong analytical, communication, & organizational skills;
- Track record of project management, including internal and external projects with numerous moving parts & people;
- Prior knowledge or experience in human resources;
- An understanding of American politics, grassroots movements, climate policy, racial and social justice, the legislative process, and the context in which we operate;
- A collaborative approach, interpersonal relational skills, and desire to succeed as a member of a team;
- Attention to detail, including design presentation, consistency, and accuracy;
- Ability to possess patience and urgency at once; and
- Desire and ability to contribute to creating a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

**Location**
This is a remote position.

**Compensation and Benefits Package**
The annual salary range for the Operations Associate, depending on experience, is $60,000 - $70,000. The GNDN will provide a generous benefits package including health, vision, and dental insurance; vacation, sick, and personal time off; a retirement plan; and various other benefits.

**COVID-19 Vaccination Requirement:** GNDN requires all full-time, exempt employees to provide proof of COVID-19 vaccination per CDC guidelines, unless a medical or religious accommodation is requested and approved. Reasonable time frames for compliance will be provided for candidates who need to complete a full vaccination cycle under this policy. Please reach out to jobs@greennewdealnetwork.org if you have further questions or concerns about this policy and how it may apply to your candidacy at GNDN.

**Application Process**
Submit a cover letter and resume here. Applications will be reviewed on a rolling basis until the position is filled.

Please reach out to jobs@greennewdealnetwork.org if you experience technical difficulties submitting your application, or need a reasonable accommodation to complete the application, interview, or some other portion of the selection process for a job at Green New Deal Network (with the subject line "Application Accommodation").
Equity Statement
The Green New Deal Network is an equal opportunity employer committed to racial, economic, and social justice. Black people, Indigenous people, people of color, people with disabilities, women, and LGBTQIA+ candidates are strongly encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.