



750 Manhattan Ave
Brooklyn, NY 11222
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Operations Coordinator Job Description

About Earth Angel

Earth Angel is the leading sustainable production service provider in the U.S. founded on the vision that entertainment should never be made at the expense of the environment. Their collective of production and sustainability experts provide the strategy, skilled labor, supplies and analytics to help the entertainment industry reduce its environmental impact.

Since 2011, Earth Angel has helped films and series avoid more than 10,500 metric tons of greenhouse gasses, divert over 13 million pounds of waste, and donate over 196,000 meals to local communities. Their client roster includes *The Amazing Spider-Man 2*, Spielberg's *The Post*, Emmy-winner *The Marvelous Mrs. Maisel*, and Lin Manuel Miranda's *In the Heights*. Earth Angel is headquartered in New York with offices in Los Angeles, Atlanta and Toronto.

Role & Responsibilities

The Operations Coordinator is responsible for the overall organization and management procedures of the company. Their duties include office administration and scheduling, company travel, information management, as well as supporting HR, insurance and compliance. They report to the Director of Operations and Culture, and together they work on keeping Earth Angel running smoothly, and supporting the team in every way possible.

Administrative

- Manage EA Company Calendar and scheduling of company-wide meetings
- Manage the EA office, including mail and shipping, answering phones, supply purchasing, etc.
- Keep operations manuals, databases and standard EA systems up to date
- Assist with office or vehicle related administrative duties (i.e. renewing leases)
- Arrange all company travel and issue travel memos

- Oversee company information management, including exporting relevant client data into respective EA databases to ensure up to date aggregate data for EA systems
- Observing, reviewing and analyzing processes to identify inefficiencies and areas where improvements could be made
- Designing and maintaining clear operational guides to ensure consistency of operations

HR Support

- Maintain all HR templates and systems such as hiring and interviewing, onboarding and offboarding
- Assist in HR hiring and recruiting, interviewing, onboarding and offboarding procedures
- Manage Earth Angel's intern program
- Organize company culture team building events and activities, and work with Director of Operations & Culture to continue to improve culture and operations of the company

Compliance Support

- Assist with insurance policy renewals/updates, claims and research
- Assist with business registration and certification updates and research
- Work with Director of Operations & Culture on legal and risk management issues

Qualifications

Required

- Bachelor's degree in related field (Business, Communications, Film/Television, or Sustainability)
- Minimum 1 year experience with office management and/or business operations
- Highly motivated and comfortable working in a start-up culture
- Spreadsheet (Excel/Google Sheets) and database proficiency
- Strong organizational skills
- Strong problem solving capabilities
- Strong communication skills - both verbal and written
- Strong attention to detail
- Experience with Google Suite, including Google Drive, Google Sheets, Gmail, and Google Calendars.
- Passion for environmental sustainability

Recommended

- Film/television physical production experience
- Graphic design experience, familiarity with Canva/InDesign

- Familiarity with Airtable
- Ability to switch gears quickly, follow instructions, and work on a variety of different projects
- Willingness and desire to grow within the company

Additional Details

- Full time, Salary, Exempt, Hybrid
- Location: New York City
- Hybrid role: This is a largely remote work position, with occasional work to be conducted from Earth Angel's office in Greenpoint, Brooklyn.
- Hours: 9am - 6pm ET
- PTO: Up to 80 hours accrued PTO in your first year and paid holidays
- Other: Your personal laptop and cell phone and/or tablet will be used in this role.

How to Apply

Please visit our website (<http://www.earthangelsets.com/careers>) to fill out our application. Applications will be reviewed on a rolling basis and virtual interviews will be scheduled with candidates until the positions are filled. If you have any questions please contact jobs [at] earthangelsets.com.

Our clients come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for small businesses, you will find a home at Earth Angel. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. BIPOC, LGBTQIA+ and differently abled applicants are strongly encouraged to apply. Earth Angel is also committed to compliance with all fair employment practices regarding citizenship and immigration status.