



JOB ANNOUNCEMENT OPERATIONS ASSOCIATE

Posted June 2024

Position Description

Rise Economy is seeking a full-time Operations Associate to support our growing team. Rise Economy reimagines systems of capital that reverse the legacy of redlining and ongoing structural racism. We accomplish this mission through building an alternative to the extraction economy where capital is redistributed and BIPOC communities hold power. You can learn more about our mission at <https://rise-economy.org/about/>

The ideal candidate for this position has experience in office administration and/or bookkeeping in a nonprofit or advocacy organization. We prioritize applicants who can demonstrate a passion for social, housing, and economic justice. He/she/they are organized, detail oriented, personable and eager to apply these strengths in an organization that speaks to his/her/their values and lived experience.

The Operations Associate works closely with Rise Economy staff to perform bookkeeping, maintain the database, liaise between staff and IT and HR consultants, and provide administrative support to keep the fully remote staff connected through online systems. This is a remote, full-time position with benefits.

This position will be located in either the Los Angeles area or the San Francisco Bay Area. This position reports to the Chief Financial and Operating Officer (CFOO).

Responsibilities

Accounting, Bookkeeping & Other Finance Support (30%)

- Provide administrative support for accounting and bookkeeping, such as processing accounts payable and receivable, invoicing, processing payments and employee expense reimbursement.
- Assist with preparation and submission of bi-weekly payroll, ensuring accuracy
- Record revenue and expenses against annual budget
- Assist with accounting monthly close
- Track use and release of restricted funds, and help generate budgets/reports for funders.
- Assist with gathering documentation and materials for annual audit and tax reporting
- Ensure accurate coding and documentation of all incoming revenue



- Generate grant acknowledgment letters
- Provide administrative support for annual membership drive and annual fundraising appeals, including member dues tracking and invoicing.

Database and Systems Management (30%)

- Once trained, continually maintain Rise Economy's EveryAction database, including data cleanup projects and updating grant records and contact records
- Train other staff in use of EveryAction
- Work with the Operations and Organizing teams to further customize the database to meet Rise Economy's needs and streamline work processes
- Help manage and analyze fundraising and member dues data in the EveryAction database, including providing reports to staff upon request
- Document systems procedures, customizations and enhancements
- Learn and provide staff with ongoing training on other applications adopted by Rise Economy now and in the future, such as Zoom video conferencing and project management software

IT & Human Resources Support (20%)

- Assist hiring managers with recruiting and hiring process, which may include scheduling interviews, posting job descriptions, and tracking job candidate pipeline
- Assist the CFOO with staff onboarding and offboarding
- Orient new employees to office systems, softwares and procedures
- Coordinate IT troubleshooting with Rise Economy's IT consultants

Administrative & Logistical Support (20%)

- Procure office supplies, meeting supplies, equipment, software, and hardware
- Maintain Rise Economy equipment and licenses
- Provide administrative support to CFOO
- Oversee access to Rise Economy's office at a co-working space, make conference room reservations as needed, and check incoming mail
- As needed, act as liaison with the co-working space, tracking requests and communication
- Organize, maintain, and manage all organizational files and archives (all digital)
- Provide administrative and logistical support for occasional Rise Economy gatherings, including annual events

Required Qualifications, Skills, and Qualities



- Deep commitment to social, economic and housing justice.
- At least three years of administrative experience in an office environment, preferably for a nonprofit or advocacy organization.
- Demonstrated computer/technology skills, including a high degree of comfort and proficiency in working with Google Workspace and Microsoft Office, Adobe Acrobat, and cloud-based systems for project management, customer relationship management, file management and bookkeeping. (We use Asana, EveryAction, Box and Xero.)
- Success in managing and completing projects independently while thriving in a collaborative team environment.
- Excellent communication skills and professional judgment
- Demonstrated ability to maintain confidentiality and communicate tactfully on matters related to human resources, fundraising, and membership
- Detail-oriented
- Demonstrated ability to troubleshoot, problem solve and see tasks and processes through to completion
- Flexibility and ability to multi-task within a dynamic and fast-paced environment
- Adaptability, someone who enjoys learning new processes and technologies

Preferred Qualifications, Skills, and Qualities

- Bachelor's degree
- Prior experience with or training on EveryAction or similar databases
- Demonstrated ability to successfully provide training to others
- Prior experience working in the nonprofit sector
- Sense of humor is a plus!

Job Specifics and Work Environment

To learn more about Rise Economy, [visit us online](#).

This position is full-time (40 hours per week) and non-exempt. The position will be located in either the Los Angeles area or the San Francisco Bay Area. Occasional travel required.

Starting salary range is \$33.65 to \$38.46/hour depending on qualifications and experience. Rise Economy provides medical, dental, vision, and retirement benefits and generous vacation leave.

Rise Economy provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, gender



(including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. In addition to federal law requirements, Rise Economy complies with applicable state and local laws governing nondiscrimination in employment.

We strongly encourage people of color, people of diverse gender identities, women, people with disabilities, LGBTQ+ individuals, and foreign-born individuals to apply. Applicants must be eligible to work in the United States.

How to Apply

Please submit a cover letter and resume to jobs@rise-economy.org, with "Operations Associate" in the subject line. The position is open until filled, but first consideration will be given to applications received by June 28, 2024.