

THE HUMAN TRAFFICKING PRO BONO LEGAL CENTER



Part-time Operations Manager Job Description

An anti-trafficking legal services organization seeks an experienced operations manager to work directly with the president of the organization at our Washington, DC headquarters. The part-time operations manager will:

- Develop all human resources functions for the organization, including recruiting, onboarding, and benefits.
- Maintain the organization's employee compensation and benefits plans.
- Identify and implement appropriate health insurance benefits plan.
- Manage day-to-day office operations, including routine month-end bookkeeping and coordination with outside accountant.
- Provide support to the president of the organization with correspondence, travel arrangements, and scheduling.
- Provide support to the Communications/Development Director with grant tracking, grant acknowledgment letters, and donor relations.
- Provide communications support, including drafting newsletters, posting to social media, updating the website, and management of contacts lists.
- Provide support at organizational events.
- Maintain organized electronic and physical filing system.
- Implement document retention policy.
- Provide staffing for meetings of the Board of Directors, including development of Board materials.
- Manage annual audit process, including uploading documents to auditor portal.
- Manage state registration process in collaboration with outside vendor.
- Monitor internal controls to ensure proper accounting records.
- Assist attorneys with legal filings for trafficking survivor clients.

Qualifications

The ideal candidate will possess:

- A Bachelor's degree
- 3-5 years of experience including at least 2 years of office management and employee benefits experience
- Excellent communications, writing, problem-solving, and organizational skills
- Event planning skills
- Familiarity with Excel, mail merge, MailChimp, and social media platforms
- Language skills, with fluency in a second language preferred
- Flexibility, sense of humor, compassion, and professionalism

This is a part-time position, with hours set at 25 per week. Regular hours are 8:30 to 12:30 Monday through Friday. Annual salary and benefits: Compensation is competitive and dependent on experience. Benefits include vacation time (with an additional week of paid vacation between Christmas and New Year's), sick leave, and a retirement plan. A health insurance plan will be added to the benefits package in 2017.

Submissions: Please email a cover letter, resume, and a list of two references to: info@htprobono.org by August 15, 2017.

Candidates must have authorization to work in the United States for any employer.

The Human Trafficking Pro Bono Legal Center (HT Pro Bono) is an equal opportunity employer. HT Pro Bono does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations.