



Job Title	Operations Coordinator
Reports to	Director of Operations
Location	Brooklyn, NY
Status	Full-time
FLSA Status (OT eligibility)	Non-exempt

ABOUT GIRLS FOR GENDER EQUITY

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender nonconforming/non-binary (GNC/NB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color and GNCNB youth of color.

Founded with an Open Society Institute Fellowship in 2001, GGE began in response to community needs for girls of color to have safe and equitable fitness and leadership development programming. The rape of an 8-year-old Black girl on her way to school in Bedford-Stuyvesant, Brooklyn led GGE to become a nonprofit organization in 2002, addressing the root causes of gender-based violence and promoting gender equity, human and civil rights for young people of color. GGE is continuing to expand as the needs of our constituents and our base of supporters grow.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward a world where cis and trans girls of color and gender nonconforming/non-binary youth of color are free.

POSITION

GGE is seeking a full-time **Operations Coordinator** to join our team. This is a unique position for a detail-oriented project manager who gravitates towards the logistics and support functions that underskirt effective social justice organizations. The Operations Coordinator will work with the Director of Operations to increase GGE's capacity to fulfill its mission and manage its operations and finance efficiently and effectively. The Operations Coordinator will play a central role in the administrative operations of GGE facilities/space management, IT, and some finance/bookkeeping, human resources functions, particularly supporting onboarding and offboarding staff.



This position will work with the Executive and Leadership teams to (1) support human resource functions to foster a positive, engaging organizational culture; (2) implement strategies to build organizational capacity, strengthen individual skills and competencies, and drive a culture of continuous learning and improvement; (3) support organizational infrastructure to support GGE's work; and (4) drive organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs.

Duties and Responsibilities:

Office Management and Facilities

- Support build-out and management of brand new space;
- Supervise basic office facilities management;
- Manage relationship with building management and vendors;
- Manage office schedule, multiple team calendars, and security system.

IT & Digital Security

- Handle day-to-day IT issues, including adding users and assigning roles and permissions and troubleshooting problems;
- Manage cybersecurity and premise security;
- Willingness to implement new tools to help optimize workplace efficiencies that best meet organizational needs;
- Supervise external IT consultants.

Organization Development and Human Resources

- Support implementation of employee policies and procedures, including onboarding and offboarding procedures;
- Support Operations Director with PEO, HR documentation, and standard operating procedures;
- Bring an equity lens to implementing and improving human resources practices and office culture;
- Send weekly office memo's and updates to staff.

Finance and Administration



- Manage day-to-day fiscal functions, including submitting invoices and deposits with proper documentation to the accounting team for processing, preparing and approving expense reports, determining, reviewing, and approving expense allocations;
- Maintain on-time reporting for credit card and other organizational expenses;
- Support external accounting firm that performs GGE's accounting and bookkeeping functions and accounting operations;
- Support accurate and timely compliance with city, state, and federal non-profit regulations;
- Support staff are trained on relevant accounting policies and procedures and hold staff accountable for adherence to such policies and procedures.

QUALIFICATIONS

Qualities

- Committed to advancing GGE's mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement vision, think strategically, exercise good judgment, and be responsive to change;
- Initiative-taker with a strong work ethic and efficient, results-oriented approach; and
- High level of self-awareness and ability to give and receive feedback well.

Skills

- Detail-oriented project manager who can move processes along;
- Ability to sense and respond to change;
- Stellar communication skills;
- Impeccable attention to detail, systems, and processes;
- Flexible, able to shift priorities and maintain sense of perspective;
- Strategic and results oriented collaboration with executive team; and
- Familiarity, comfort, and ability to thrive within a small, dynamic team environment.

Knowledge and Experience

- Demonstrated experience with budget management, experience with internal controls and non-profit accounting practices;



- Knowledge of various aspects of HR, including benefits and compliance;
- Competence working within/with organizations supporting the advancement of cis and trans girls and women of color, gender nonconforming youth, and LGBTQI youth in a social justice context.

Compensation and Benefits: Compensation for this role is **\$50,700**. GGE's benefits & perks are outlined [here](#).

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

How to Apply:

All applications will be received via email. No phone calls or snail mail, please.

All applications must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: JoinTheTeam@ggenyc.org

Subject Line: **Operations Coordinator**/YOUR NAME

Priority application deadline is October 11, 2019.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.