



Title: Operations & Administration Manager	Part-Time, Hourly (20 Hours Per Week)
Reporting To: Executive Director	Compensation: \$33-\$39 per hour
Direct Reports: None	Posted: March 9, 2023

Position Overview

Greater Greater Washington (GGWash) is hiring a part-time Operations & Administration Manager to manage a diverse range of functions to support the smooth operations of this small nonprofit organization.

The mission of GGWash is to inform, engage, and influence the public and policy makers to advance racial, economic, and environmental justice in land use, transportation, and housing throughout Greater Washington. We fulfill our mission through journalism, education and engagement, and policy and advocacy. Our work builds civic capacity and moves the needle on important issues, in service of a broader vision of a dense, growing Washington region with an abundant supply of quality housing, attainable at all income levels, and a regional transportation network that prioritizes the needs of underserved users and makes it safe and easy to travel without a car. We work in support of public processes, plans, and policymaking that embrace both our responsibility to care for people we don't know personally and the need for cities to be shared among people who are here now and who will come in the future.

This position is the right fit for an organized, detail- and process-oriented professional with some prior administrative, bookkeeping, or operations experience who enjoys helping small organizations to run well.

Responsibilities

Administration and Office Management (4-8 hours per week; 20%-40% of time)

- Administer board-related tasks including scheduling quarterly committee and board meetings, maintaining up-to-date records about board members and committees, taking minutes in meetings, and coordinating logistics for occasional in-person meetings, such as printing/copying and catering
- Maintain accurate, orderly system of organizational file management (physical and virtual files)
- Manage IT and telecommunications systems, including computers, Google Workspace, phone, Zoom, password management system, and other equipment and software, to ensure team is well-equipped to succeed
- Monitor office supply inventory and order supplies as needed
- Serve as primary liaison with coworking space staff for organizational needs and questions
- Ensure contracts are signed in a timely manner and correctly filed
- Manage catering and logistics for occasional all-staff events
- Maintain up-to-date government registrations and filings for organization (charitable solicitations, DC Department of Licensing, etc.)

- Manage the renewal of organization insurance policies
- Assist on-site with occasional in-person special events (ex: set-up and take-down)

Finance (3-4 hours per week; 15%-20% of time)

- Manage accounts payable, processing invoices in a timely fashion via Justworks Professional Employer Organization (PEO), Bill.com, via check, or other payment methods
- In partnership with controller, track and follow up outstanding accounts receivable
- In partnership with engagement manager, maintain records of corporate and individual donations received via check
- Process employee reimbursements
- Deposit checks
- Maintain exceptionally organized financial records, including receipts, invoices, and copies of checks
- In partnership with executive director and controller, identify opportunities to improve bookkeeping processes

Administration of Advertising Program (3-4 hours per week; 15%-20% of time)

- Manage advertising and job listing customer relationships with care and timeliness, including fielding inquiries from potential customers, developing insertion orders, maintaining communications with current customers, and generating advertising reports
- Fulfill advertising orders using Broadstreet ad manager platform
- Fulfill jobs listings on website and in daily email
- Update media kit on an annual basis
- Facilitate launch and maintenance of GGWash jobs board
- Explore feasibility of implementing Google Ads on website as a revenue source
- Identify other opportunities to increase advertising revenue and a plan for implementation

Human Resources (2-5 hours per week; 10%-25% of time)

- Manage accounts with Justworks PEO, DC Health Link health insurance, and other human resources or benefits systems
- Onboard and offboard new employees in HR, benefits, IT, and payroll systems, as needed
- Onboard new contractors in Justworks PEO, as needed
- Occasionally research new employee benefits and develop recommendations
- Make sure staff timesheets are completed in a timely fashion
- Collect and file annual conflict of interest disclosure from staff and board
- In consultation with executive leadership and attorney, review and make updates to employee handbook, as needed

Required Competencies

You should consider applying if you meet at least 80% of the below competencies and qualifications.

- Exceptional organizational skills and attention to detail
- Strong written and verbal communication skills, including experience with a range of forms of professional communications, such as business correspondence or customer service
- Comfort with computers software, and technology

- Discretion in dealing with confidential or sensitive information
- Demonstrated ability to manage “up” and “sideways” to support compliance with organizational processes and policies

Preferred Qualifications

- At least five years of experience in organization administration, bookkeeping, operations, and/or related areas of work, including demonstrated experience managing projects or processes
- Knowledge of basic HTML
- Experience or knowledge of administering an advertising program would be a bonus
- Interest in GGWash’s mission and work

Salary and Benefits

This is a part-time (20 hours per week), hourly non-exempt position with compensation from \$33-\$39 per hour depending on experience.

Greater Greater Washington also offers a comprehensive suite of benefits for this position, including employer-sponsored health insurance through DC Health Link with an employer contribution of 70% of reference plan premium costs; dental insurance, with an employer contribution of 100% of premium costs; an employer-matched 401(k) plan (up to 3%); a transit commuter stipend; and cell phone reimbursement. Paid time off for this part-time position includes: up to 80 hours per year for vacation, up to 80 hours per year for sick leave, numerous holidays, winter break, and other forms of leave. All benefits are subject to the terms and conditions in the applicable plan documents and/or Greater Greater Washington’s employee handbook and other policies, as modified from time to time.

Work Environment

At this time, GGWash has a flexible, hybrid work environment, with some in-person work required at the GGWash office in the Navy Yard neighborhood of Washington, DC. Access to a car is not required.

The specific schedule for this position will be determined in collaboration with the Executive Director. Work hours are generally between 9:00am and 5:00pm, with occasional mornings or evenings for special events.

To Apply

Please email a cover letter and resume to jobs@ggwash.org with “Operations & Administration Manager” in the subject line by 11:59pm on Friday, April 7, 2023. Applications will be reviewed on a rolling basis. Please note: An offer of employment for this position will be contingent upon successful completion of a background check.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status, marital status, disability, or any other characteristic protected by applicable federal or local employment discrimination laws.