

## **Avaaz.org Position Description: Operations Associate**

*Avaaz is an international campaigning organisation with a simple democratic mission: to close the gap between the world we have, and the world most people everywhere want. Avaaz (the name means "voice" or "song" in many languages) works on issues ranging from climate change and environmental protections to human rights, conflict, poverty, and democracy.*

*The organisation has enjoyed a meteoric rise since launching in 2007, reaching over 10 million members and climbing fast. Avaaz members have taken over 60 million actions, told over 60 million friends about Avaaz campaigns, donated more than \$20 million online, and organised 10,000 rallies and events in every country of the world. Operating in 16 languages with a staff of over 50, Avaaz is 100% member-funded.*

### **Job Description**

Avaaz is seeking an Operations Associate. This is a new position at Avaaz that will play an important role in the Operations Department, which supports all aspects of Avaaz's global activities. This position will report directly to the Deputy Operations Director, and will provide key assistance for the human resources, finance, legal, and administrative functions of Avaaz. The Operations Team includes the Operations Director, Deputy Operations Director, Bookkeeper, Controller, and several Executive Assistants.

### **Key Responsibilities will include:**

#### *Operations Assistance:*

- Providing logistical support to the Campaigns team as needed.

#### *Human Resources:* Ensuring all human resources records are complete and up-to-date, specifically:

- Assisting with new hire set-up and induction;
- Creating new hire personnel files;
- Tracking vacation and holiday requests, and updating all appropriate forms;
- Tracking contract renewal and review dates; and
- Ensuring signed agreements and other required documents are in personnel files.

#### *Financial:*

- Working with the Deputy Operations Director and the Bookkeeper to ensure timely and complete receipt and payment of invoices, reimbursement requests and credit card reconciliations.

#### *Office Management:* Managing all New York City office functions, specifically:

- Ensuring a welcoming and neat environment;
- Answering and routing telephone calls, greeting visitors and distributing mail; and
- Maintaining equipment, ordering of supplies.

### **Qualifications**

- College degree preferred, with 1-2 years experience with business operations, ideally in the non-profit sector.
- Strong computer skills.

- Excellent written and oral communication skills.
- Extremely detail-oriented, conscientious, and self-motivated.
- Be able to handle sensitive and/or confidential information with discretion.
- Ability to work virtually with a widespread, global team.
- Ability to adjust quickly to changing conditions and requirements.
- Demonstrated commitment to social justice.

### **Compensation and Benefits**

Salary is dependent upon qualifications and experience, but is highly competitive with leading non-governmental organizations. Benefits include health & dental insurance, 4 weeks paid vacation per year plus holidays.

If interested in applying, please fill out our application form at: [http://www.avaaz.org/job\\_application\\_form](http://www.avaaz.org/job_application_form). Applications will be reviewed on a rolling basis until position is filled. Position is based in New York City.