

Position Description
Operations Assistant
Part-Time, Remote Position

Do Cool Work That Matters! The Representation Project is looking for the best and the brightest to join our team. As a leading gender justice global non-profit, we fight sexism through films, education, research, and activism. Join us in this important work as our part-time Operations Assistant.

Position Overview

The Operations Assistant is an integral member of the staff, responsible for supporting our small team in daily operational and administrative tasks. This position will support the entire office including the board, and will report to the Executive Director.

Primary Responsibilities

Executive Support

- Assist in booking travel, call scheduling, and coordinating logistics for senior staff.

Office Administration and Accounting Support

- Handle mail, office correspondence and incoming phone calls.
- Maintain the primary email accounts and other online services for the organization.
- Manage the master calendar for office staff and Board of Directors.
- Assistant the finance team with bank reconciliations, data entry, and reconciliations.

Event Support

- Provide support for all partner events, film screenings, and signature events including correspondence with host committee members, sponsors, and attendees.

Distribution

- Handle incoming and outgoing correspondence for our sales channels.
- Provide “back office support” for customer orders and order fulfillment.

Donor Stewardship

- Keep accurate and current donor database records.

- Ensure timely and professional donor communications, including thank you letters.
- Perform monthly reconciliation with accounting, donor, and event databases.

Board Support

- Assist in preparation of Board meeting materials.
- Take minutes at Board meetings.
- Maintain the records of the Board of Directors.

Required Attributes, Skills, and Experience

- A strong commitment to challenging intersectional gender stereotypes and norms.
- A deep understanding of how gender, race, class, age, sexual orientation, ability, and body size intersect.
- Strong organizational and communication skills.
- Must be willing to learn and be highly collaborative

The ideal candidate will be a strong writer and proficient in office technology, including Gmail, Google docs, Excel, Word, Google Analytics, WordPress and donor and event databases (Bloomerang and Greater Giving).

The Operations Assistant is a part-time position. We are currently working remotely and plan to for the foreseeable future.

HOW TO APPLY

Please send a cover letter and resume to joinus@therepproject.org with the job title as your subject line. We will follow up with you directly for the next steps in the recruiting process, as appropriate. Thank you again for your interest in our mission. We value your support and passion!

The Representation Project is committed to cultivating an inclusive workplace and environment. We welcome all candidates regardless of ethnicity, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are an equal opportunity employer and are firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws.