



New York City Anti-Violence Project
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JOB ANNOUNCEMENT – OPERATIONS ASSOCIATE

The New York City Anti-Violence Project (AVP) is excited to welcome a new member to our team! We're looking for a candidate who is detail-oriented but can see the big picture and manage competing priorities; a problem-solver who enjoys creating systems; and a people-person who is able to engage effectively with our talented and diverse staff, volunteers, clients, and community members. The Operations Associate will serve as the sixth member of the Finance & Operations department at AVP and will be supervised by the Manager of Operations and Human Resources.

AVP empowers lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected communities and allies to end all forms of violence through organizing and education and supports survivors through counseling and advocacy. We were one of the first LGBTQ anti-violence organizations in the country and are a national leader in the anti-violence movement.

As the Operations Associate, you will be responsible for providing support to the Finance and Operations department, as well as the organization at large. This is an entry-level position intended for someone interested in establishing a career path in nonprofit administration. The bulk of your workload will be operations-focused but will also include opportunities to explore and gain experience in other areas of the department's work, including finance and human resources. Candidates who are proficient in both written and spoken Spanish are strongly encouraged to apply.

What you'll do:

- Serve as the first point of contact to visitors – both in-person and over the telephone – and help maintain a welcoming reception area;
- Manage petty cash and MetroCard distribution to staff, clients, and community members, and own the internal reconciliation process;
- Provide general office support including but not limited to – sorting mail and packages, managing supplies request, and troubleshooting basic IT issues with the support of our third-party IT provider;
- Monitor AVP's office equipment and utilities operations (e.g. copy machines, printers, HVAC system, VoIP system, etc.), and coordinate response for repairs and/or replacement of equipment;
- Become an acting member of AVP's Return to Office Committee and provide operational support as we work together on improving our physical office space;
- Provide filing and administrative assistance to the Finance and Operations department, including documenting incoming donations, preparing timesheets for grantors, assisting with bank deposits, and helping with the month-end close process;
- Help with the recruitment, hiring, onboarding, and offboarding of employees;
- Assist in the development and improvement of overall organizational culture; and
- Other administrative duties and special projects as assigned.

Applicants should have:

- A steadfast commitment to ending violence within and against LGBTQ and HIV-affected communities, as well as a mindset that every person deserves dignity and respect;
- Excellent interpersonal and organizational skills;

- Confidence when working in a crisis management setting;
- The capacity to set effective boundaries and honor confidentiality; and
- IT fluency, including knowledge of Microsoft Office Suite.

This position offers the opportunity to work in an organization that:

- Approaches our work from anti-oppressive and trauma-informed principles, internally and externally, recognizing we always have room to grow;
- Values collaboration and creativity in our passionate team;
- Centers the work on those most impacted by violence, working to find community-based, and community-led solutions; and
- Is committed to providing strong supervisory support and professional development opportunities.

This is an at-will, non-exempt position with a salary range of \$50,000 - \$52,000. Applicants who use more than one language at work are eligible to receive a \$1,000 salary enhancement in addition to their base salary.

Hours are generally 10am – 6pm, Monday through Friday. This position is based in the AVP office in Manhattan and will require a hybrid of both remote and in-person work during 2022.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

Interested applicants submit their cover letter and resume as a single PDF to <https://bit.ly/avpishiring> by April 1, 2022.

No phone calls please. Candidates will be notified if we are seeking an interview; because of the high volume of responses, it may not be possible to respond to all inquiries. Interviews will be scheduled on a rolling basis.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.