

# Operations Manager Job Announcement



**Reports to:** Executive Director

**Location:** This is a hybrid remote/in person job with at least 1 day per week in the Seattle office

**FLSA/Classification:** Non-Exempt, Part-time, Regular

**Pay:** \$31.50 per hour

**Overview:** QLaw Foundation of Washington promotes the dignity and respect of LGBTQ2S+ Washingtonians within the legal system through advocacy, education, and legal assistance. QLaw Foundation offers three free legal clinics every month centered around the core value that LGBTQ2S+ communities are entitled to access to knowledgeable, culturally competent legal providers in a welcoming and affirming setting. QLaw Foundation also works to empower LGBTQ2S+ communities through providing skills-based community legal education, know-your-rights materials, and providing spaces for communities and legal services providers to build relationships, share knowledge, and organize together. For more information, please review our website at [www.qlawfoundation.org](http://www qlawfoundation.org).

**Position Summary:** QLaw Foundation of Washington is seeking an energetic, organized and motivated person to join our team as Operations Manager, who will strengthen the effectiveness of our daily and long-term operations through carrying out all day to day operational and administrative support tasks. The Operations Manager is a new position, and they will work with the Executive Director to ensure that staff have the resources, tools and support to effectively carry out their programmatic goals and day to day work. The ideal Operations Manager candidate will be an excellent project manager with superior organizational and communication skills.

## Responsibilities

### Operations

- Manage day-to-day activities of the organization that may include but are not limited to: administrative support; meeting scheduling, planning, and materials preparation; support with writing and editing of internal and external communications; logistical support and preparation for trainings, events, and conferences; making travel arrangements; tracking deadlines and status for pending legislation; and data and file management.
- Support the implementation of QLaw's programs with logistical and administrative tasks.
- Update and improve on organizational tools and resources in order to ensure successful internal knowledge management, infrastructure and communications.
- Organize and maintain project files and databases, including contact lists and rosters.
- Maximize organizational functioning with project management support, ensuring all team members are effectively utilizing project management software.
- Using a birdseye view, manage and coordinate organizational deadlines, legislative deadlines, litigation updates, events, and other internal and external deadlines.
- Coordinate content and manage deadlines for external communications and reports.

- Manage relationships with key vendors and contractors.
- Assist with the development and implementation of administrative policies and procedures.
- Make recommendations on the continuous improvement of organizational processes and procedures.
- Other duties that are broadly in line with the above key responsibilities as assigned.

#### Financial Management

- Generate and track contracts, invoices, payments, and tax and accounting documents,.
- Work with the Executive Director and bookkeeper to monitor and manage the organizational budget.

### **Qualifications**

#### Experience and Education

- At least 3 years of related/comparable operations experience strongly preferred.
- Any combination of education, experience, volunteer work, and measurable performance where the responsibilities were comparable and that demonstrate the candidate's capability to perform the duties of this position will be considered as well.

#### Required Skills and Attributes

- Demonstrated high degree of self-motivation and ability to work independently with minimal supervision, flexibility, tact, discretion, patience, and organizational ability, tempered by a cooperative spirit and the ability to take direction from the Executive Director.
- Demonstrated leadership and organizational abilities.
- Expertise, interest, and commitment to doing administrative and internal infrastructure building work.
- Strong interpersonal communication and relationship-building skills.
- Detail-oriented with strong organizational skills and ability to meet, track, and organize deadlines.
- Ability to independently develop and implement complex projects while working collaboratively and within organizational strategies and values.
- Ability to utilize and/or learn technologies including Zoom, Teams, SharePoint, Excel (including spreadsheet and chart creation), PowerPoint, Canva, and Mailchimp.
- Working knowledge of basic website content management, including WordPress.
- Database and records management skills.
- Comfort working across cultures and difference, including a demonstrated working knowledge of antiracist organizational management strategies.
- Commitment to supporting QLaw Foundation's mission, vision, and values.

## **Preferred Skills and Attributes**

- Bilingual Spanish/English applicants strongly preferred.
- Lived LGBTQ2S+ identity and/or very close relationship with LGBTQ2S+ communities strongly preferred.
- Experience with nonprofit management a plus.

**Physical Demands/Working Conditions:** This role is a hybrid position, with at least 1 day per week in the office, in person support at events no more than twice a month and within appropriate COVID safety protocols, and the remainder of the time remotely. The position works almost 100% of the time on the computer, with approximately 30% of the time on the phone or in virtual meetings. We welcome information about any needed workplace accommodations or other necessary supports.

Given the in-person responsibilities of this role, the position requires the employee to be fully up-to-date with their COVID-19 vaccinations (including receiving a booster if eligible) by their start date. You will be hired on the condition that you provide proof of vaccination to QLaw Foundation prior to your start date.

Light travel within Washington may be required for event-based logistical support, particularly during summer months when Pride events happen frequently. The Operations Manager is not expected to attend all of the events.

**Hours and Compensation:** This is a part time, non-exempt position working an average of 25 hours per week. The hourly pay is \$31.50 per hour, with employer-funded medical and dental insurance and significant PTO available. Work hours are typically within 10am-6pm Monday-Friday, with some flexibility around start and end times. Some evening and weekend hours may be required.

**Equal Employment Opportunity Statement:** Our organization is friendly, inclusive, and centers clients and community relationships. QLaw Foundation welcomes applicants who are queer and trans, Black, Indigenous, or people of color (QTPOC/BIPOC), immigrants, parents, disabled, or otherwise marginalized, and welcomes applicants with organizing experience, non-legal work experience, and/or personal experience with legal systems.

**To Apply:** Please send a resume and cover letter detailing your experience, skills, or other qualifications. If you have relevant supplemental materials and/or a business writing sample (email communications ok), please feel free to include them.

**Application Deadline:** Interviews will begin on June 6, 2022, but the position will be open until filled. Please address your application materials to Denise Diskin, Executive Director at [jobs@qlawfoundation.org](mailto:jobs@qlawfoundation.org). We look forward to working with you!