

SRE Network

Operations Assistant

Remote

Status: Full-time (38 hours) exempt position

Background

We are a Jewish network of over 150 organizations rooted in our shared commitment to safety, respect, and equity for all. We inspire meaningful change in workplaces and communal spaces by bringing people together to address gender-based harassment, discrimination, and inequity. Our work is focused on building community, research & learning, and strategic community investments, using an intersectional lens of gender justice.

Launched in early 2018, SRE Network currently operates as a fiscally sponsored project of New Venture Fund and is led by its inaugural executive director and four staff members who are based throughout the United States and Canada, as well as additional topic-area advisors and consultants. Our eight-person Advisory Board is composed of communal leaders, and its work is supported by over a dozen Jewish philanthropists and foundations. SRE Network is known for its Standards for Creating Safe, Respectful and Equitable Workplaces which serves as a guide and roadmap for helping organizations create healthy workplaces. Network members agree to implement these standards over time. Our annual convening engages over 200 professionals, volunteers, and funders of Jewish organizations across North America in two days of learning, with additional programming offered throughout the year. SRE Network has also been a critically important funder of gender equity work in Jewish spaces. To date, SRE Network has awarded over \$3.75M in grants to advance safety, respect and equity with a focus on gender justice.

Today, SRE Network is at an exciting inflection point as we continue to evolve from start-up to next stage entity, formalizing its governance, operations and programming structures. As such, SRE is seeking an **Operations Assistant** to support the growing team and the internal operations of the organization.

About the Position

Reporting to the Director of Strategic Operations, the **Operations Assistant** will provide operations and administrative support to the SRE Network team to enable SRE to best serve its members and wider community in making positive change, while it continues to thrive and grow. They will work with senior leadership to ensure effective and consistent internal communications, logistics and operations, and will collaborate with SRE staff and consultants on a variety of projects, including providing logistical and administrative support for member, funder and advisory board engagement meetings and programs. A high level of integrity and discretion in handling confidential information and interacting with staff, colleagues, and funders is essential, as is attention to detail, flexibility and adaptability. All team members work during core business hours from 8am – 1pm PST/ 11am-4pm EST.

Responsibilities:

Operations Support

- Provide support for staff, board, funder, and other stakeholder meetings by owning scheduling, coordinating logistics, managing RSVPs, assessing technology needs, taking and disseminating notes, and preparing materials.
- Provide administrative support to SRE staff and consultants around communications, including ecommunications, website and social media.

- Assist in maintenance of data and constituent contacts in Salesforce. Ensure that all staffs' virtual "office" supply needs are met, and supplies are ordered as needed.

Executive Support

- Manage the calendar, scheduling and confirming appointments and coordinating travel arrangements for the Executive Director and Leadership Team members, as needed.
- Prepare and share materials for the Executive Director's meetings with the advisory board, staff, funders, and other stakeholders.
- Prepare monthly expense reports for the Executive Director and Leadership Team members.

Programming Support

- Assist with all aspects of virtual programs which includes managing the registration process and providing tech support during sessions.
- Support the annual two-day Convening which includes managing speaker scheduling, assembling resources, and performing basic data analysis.

Our ideal candidate will:

- Value integrity, credibility, and humility.
- Be an effective communicator, both in written and verbal communications, able to produce high-quality, accurate work in an environment of competing and evolving deadlines and priorities.
- Be detail-oriented with a project management focus.
- Be comfortable working in close partnership with a supervisor and supporting multiple colleagues with administrative and operations needs.
- Thrive in a dynamic, entrepreneurial, collaborative and fast-paced environment.
- Have experience with both independent work and collaborative work with a team and can be successful in both settings.
- Take initiative to communicate their needs for additional guidance, information and supports to be effective.
- Be Comfortable working in a remote environment in which several colleagues work across locations and time zones and technology is used heavily for communications and project management.

Qualifications

- Prior experience in nonprofit sector, membership organization, and in customer service.
- Prior experience providing executive support for a leader of a national or international organization in the areas of team coordination and project management.
- Familiarity and passion for the mission of SRE Network.
- Knowledge and/or experience in the organized Jewish community.
- Commitment to understanding both individual and collective role in creating inclusive environments and commitment to equity through the identification and removal of barriers, facilitation of learning, cultivation of community, and empowerment of people.
- Advanced computer skills in Google Drive, Zoom, Slack, and Asana strongly preferred.

Essential Physical Tasks: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular sitting, standing, typing, and repetitive computer use. Occasional walking, standing, climbing,

stooping, bending, pushing, pulling, lifting, kneeling, and twisting. Frequently communicates with others and must be able to exchange accurate information.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of any necessary accommodations at the time of application.

Compensation: A competitive compensation package will be made available to the qualified candidate with an annual salary range of \$60,000 - \$64,000 and comprehensive benefits. SRE Network, a project of New Venture Fund, offers a generous benefits package that currently includes payment of 100% of the health insurance premiums for employees and their dependents. Benefits also include life insurance, long term disability protection, and a group 401(k) retirement plan (with an up to 3% employer match). Paid leave for full-time employees includes 3 weeks of vacation, 2 weeks of personal/sick leave, 9 standard and 4 floating holidays, 20 hours of volunteer leave, as well as select Jewish holidays when they fall on a weekday (2 days for Rosh Hashanah, 1 day for Yom Kippur and 2 days for Passover), and paid leave of up to 12 weeks for the birth or adoption of a child.

Instructions To Apply:

Systemic inequities in hiring have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to a broad array of candidates, including those with diverse workplace experiences and backgrounds.

To apply for this position, please send your resume to Jordana Schacht at Nelson Connects at jschacht@nelsonconnects.com.

Applications will be reviewed on a rolling basis until September 23, 2022.

- Applicants moved forward will participate in a 30-minute preliminary interview with a recruiter.
- Applicants who move forward from the preliminary interview will take part in a longer second-round interview with the Director of Strategic Operations and will be asked to complete a short task simulation.
- Applicants who are moved to a final round will have a final interview with the Executive Director.
- Finalists will provide reference check information and complete a verification process.

About New Venture Fund: Safety, Respect, Equity Network is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.