

## Operations Administrator

**Date Posted:** January 31, 2022

**Closing Date:** February 18, 2022

### **How to Apply**

Please submit your **cover letter** detailing why you are the ideal candidate for this position, a **resume** and (3) **professional references** that may describe how your credentials align for this employment opportunity to [jobs@clevotes.com](mailto:jobs@clevotes.com).

### **Position Title:**

Operations Administrator

### **Status**

Full-Time (Hybrid; office located in Cleveland, Ohio + remote - we will continue to monitor COVID-19 to ensure the safety of all team members).

### **Vision for Ideal Candidate**

Cleveland VOTES, a young and rapidly growing organization, seeks a candidate that is adaptable, entrepreneurial, flexible, and has tangible project management experience in small to medium-sized organizations. The candidate we are seeking will be a fearless communicator, innovator, problem solver and self-starter with a deep desire to design and strengthen our organizations' processes and systematization tools for optimal impact. The candidate's previous experience demonstrates that they are detail-oriented, meticulous, proactive, resourceful and, excels at managing multiple projects at a time. The ideal candidate demonstrates empathy and the ability to work with a wide range of multicultural/racially diverse stakeholders. We seek a candidate who is personally and professionally committed to applying a racial justice, equity, and inclusion lens to their prior work.

### **Position Summary**

Cleveland VOTES commenced a strategic planning process in the Fall of 2021 and will have a completed strategic plan by Spring 2022. As we prepare for the next phase of our organization's growth, it will be critical to onboard a team member that can strengthen the organizations' operations. **Reporting to a newly appointed Executive Director, the Operations Administrator will be a key leader on the team who will support the Executive Director, maintain/strengthen internal systems and processes, manage contracts with organizational consultants and vendors, manage the scheduling for events/meetings/training sessions and related logistics, as well as support grants administration and management.**

### **Responsibilities**

#### ***Executive Administrative Support for Executive Director***

- Manage and provide administrative support to the Executive Director, which will include: calendar management and scheduling, follow-ups with external partners, as well as syncing

appointments and projects with the rest of the team's workflow. Provide scheduling, registration, and travel booking support as needed for the Executive Director.

- Work with the Executive Director to ensure organization expenditures are coordinated and tracked in compliance with our fiscal sponsor.
- Support the Executive Director and Cleveland VOTES' grant writing consultant with proposal development, the assembling of the necessary documentation for grant submissions and grant reporting.

#### ***Administrative Leadership for the Cleveland VOTES Team***

- Manage all Advisory Board and Staff meeting logistics, including taking notes during meetings, and planning follow-ups to outstanding tasks.
- Lead the core administrative functions of Cleveland VOTES, such as accounting/financial processes (i.e. processing check requests and vendor invoicing), email monitoring/follow up for select accounts, consultant/vendor management, the fund for Cleveland VOTES' grant
- Support the Civic Engagement Strategist with managing the administrative responsibilities related to our Equitable Civic Engagement Fund (ECEP). Responsible for the ECEP will include disbursement of the RFP, communication with applicants, notification and disbursement of funds, as well as the end of the grant cycle reporting.

#### ***Program Management + Logistics***

- Training and Events: Provide administrative and logistical support for Cleveland VOTES' events and meetings including scheduling, food and space set-up, and note-taking as needed. Coordinate technology needs including audio-visual setup and, if meetings are held online, troubleshoot the participants' technology needs.
- Reoccurring Programs: Support the Cleveland VOTES team with planning and execution of civic engagement events/programs such as National Voter Registration Day and Vote Early Day.
- Special Projects: As needed, work with fellow team members to support one-time or time-sensitive projects.

#### **Qualifications**

- 3-5 years of administrative and/or project coordination experience in a full time role or meaningful internships.
- Detail-oriented, with excellent administrative and organizational skills; experience with data entry and maintaining digital and hard-copy filing systems.
- High comfort with platforms and software such as: DocuSign, Eventbrite, Google Suite, MailChimp, Microsoft Office Suite, PayPal, Survey Monkey, Zoom and Wix.
- Ability to work independently and with discretion in decision-making related to administrative matters; experience developing efficient processes that allow for the successful functioning of day-to-day operations.
- Comfort with a fast-paced and non-traditional work environment.
- Deep passion and understanding for racial equity, as well as advancing and strengthening equitable democracy.

- Bachelor's degree preferred or 3-5 years of comparable experience in project coordination, management and process improvement.

### **Compensation**

Cleveland VOTES is fiscally sponsored by the Greater Cleveland Neighborhood Centers Association (GCNCA). GCNCA offers a competitive benefits package including: medical, dental, and vision premiums; short and long-term disability insurance; cell phone, professional development and wellness reimbursement; and generous paid holidays/vacation/sick time. The salary range for this position is \$40,000-50,000, commensurate with experience.

*Cleveland VOTES is a nonpartisan organization that is committed to a diverse workplace, seeking voices and expertise from a wide-array of persons. Cleveland VOTES is an Equal Opportunity Employer, where we encourage candidates of all ages, color, ethnic background, country of origin, religion, disability status, gender, sexual orientation, and gender identity to apply.*

### **About Cleveland VOTES**

[Cleveland VOTES](#) is a nonpartisan democracy building and mobilization entity that aims to strengthen civic muscle and power to ensure we have a more informed, participatory, and cohesive community. Our work and values are centered on an equitable civic engagement framework. Cleveland VOTES leverages various strategies and tools that enable us to educate, connect and empower partners to realize a more equitable democracy.