



OPERATIONS ASSISTANT

Position Description

January, 2021

The Headington Institute seeks qualified candidates for the position of *Operations Assistant*. The *Operations Assistant* will support our remote team through a variety of administrative tasks and projects. We are looking for someone hard-working, responsible, detail-oriented, creative and communicative, who is also passionate about nonprofit work, and able to work remotely long-term.

Duties

The Operations Assistant will be responsible for the following, with collaboration and direction from the Director of Development and Operations, and, when needed the Director of Clinical Services:

Operations Coordination: Check deposits; data entry, credit card reconciliations; staff reimbursements; subcontractor payments; client invoicing and payments; bookkeeper communication; filing licenses and insurance policy paperwork.

Human Resource Support: Staff orientation and set-up; vacation accrual oversight; payroll entry bi-monthly for nonexempt employees.

General Administration: Order office supplies; manage central calendar, telephone messages, and Slack workspace; schedule online content; maintain subscriptions and account passwords; oversee Dropbox files; help with special events and projects; update website; occasional mass mailing drop-offs.

Development Program Support: Donation entry and reconciliations; grant oversight and journal entries; donor profiles and communications; board meeting preparation and record keeping.

Qualifications

Education: College graduate.

Experience: Previous administrative experience required. Knowledge of Microsoft Office, Dropbox, and Google Suite is a necessity. Knowledge of QuickBooks is required and some experience with Qualtrics preferred. Qualified candidates will be comfortable with Slack, Zoom, and Google Calendar.

Workstyle: Mature, independent, honest, detail-oriented, effective multi-tasker, able to maintain cooperative relationships with staff. You'll be a great fit if you are a systems thinker and have an eye for improving processes and problem solving. We'll rely on you to keep the trains running on time.

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Institute

Position Details

Hours: Initial flexible schedule of 5-10 hours per week to be determined by you and your supervisor, the Director of Development and Operations. Number of hours is negotiable upon review.

Salary: \$25-30 per hour. While this position does not qualify for benefits, the right candidate may be able to grow the role into a full-time position in the future.

Location: This is a remote position, however we require that your schedule fit during the PST working hours of 8am-5pm.

Supervisor: Director of Development and Operations

How to Apply

Please direct applications to cferencesaunders@headington-institute.org, subject line: 'APP: Operations Assistant'. Applications should include: a letter of interest, a resume/vitae, and, in the body of your email, a link to your LinkedIn profile. No phone inquiries please. Candidates are encouraged to obtain additional information from our website, www.headington-institute.org.

About the Headington Institute

Based in Pasadena, California, the Headington Institute cares for the world's helpers by promoting the physical hardiness, emotional resilience, and spiritual vitality of humanitarian aid workers, emergency responders and community caregivers. The Institute strengthens aid organizations by encouraging the wellbeing of their staff, making it a partner in worldwide humanitarian and emergency responder work. Cofounded by Drs. James Guy and Tim Headington in 2001, the Headington Institute provides counseling, training, consultation, online resources, and research services worldwide. Institute staff work directly with approximately 6,000 personnel per year.

Statement on Anti-Racism and Inclusivity

We are working to become an inclusive and equitable anti-racist community. As an organization, we want to create an environment where BIPOC feel safe and supported on our team. Regardless of your age, color, race, limitations, ethnicity, gender identity, sexual orientation, socio-economic status or lived experience, we strive to treat all members of our community with dignity and respect so that they feel safe, celebrated, and welcomed. We are dedicated and excited to hire underrepresented talent.

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