



POSITION: Operations Assistant (Contractor – 24hours/week)

STATUS: Non-Exempt

REPORT TO: Operations Manager

The Operations Assistant serves a support role to our organization at large, attending to office-wide needs including HR and operations support, data system management, event support, and staff administrative assistance.

Primary Responsibilities

Development

- Execute administrative tasks related to development, including but not limited to:
 - Gift processing and acknowledgment;
 - Creating and maintaining a calendar of development activities (grant reports & application deadlines);
 - Maintaining grant award documents such as grant agreement & contracts via appropriate fiscal year
 - Managing/updating mailing lists on Neon for new supporters and volunteers
 - Upon consent, insert supporter/education participants' email address into KAN-WIN's general email list

HR Support

- Assist with administrative aspects of the recruitment process, onboarding, and off boarding
- Ensure return of all relevant paperwork from employees
- Help coordinate IT setup and IT troubleshooting

Operations

- Help maintain the operations 24hr multilingual hotline with scheduling, communicating, and program setup
- Maintain supplies inventory; place orders for supplies; verify receipt of supplies

Financial

- Review reimbursement requests and check requests for accuracy and for appropriate receipts
- File receipts (physical or electronic) in corresponding folder to ensure compliance
- Mailing of checks and filing check stubs

Desired Qualifications:

- Ability to communicate effectively in oral and written communications
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with strong attention to detail
- Ability to work independently and cooperatively

Compensation commensurate with education and experience.

How to Apply

This job is open for online applications;

To apply, send following to: hr@kanwin.org. Please specify "Application for Operations Assistant" in subject line, and attach the following materials:

- Resume
- A list of three references