



## Operations Associate, Peace Direct US

### ABOUT THIS POSITION

The Operations Associate will be responsible for supporting Peace Direct's US office in Washington, DC. We are looking for a dynamic, passionate professional who can manage multiple priorities and support a small but highly impactful team. This is an ideal job for someone who cares passionately about peace and conflict resolution and would like to supplement their existing administrative skills with nonprofit experience.

### ABOUT PEACE DIRECT

Peace Direct is an international non-governmental organization working with local people to stop violent conflict and build lasting peace. We advocate for our peacebuilding partners by encouraging leaders in the international development sector to recognize power in the hands of local peacebuilders. Peace Direct also educates and engages the public on the impact of locally-led efforts for peace.

We are a registered 501(c) 3 non-profit, public charity based in the US and UK.

### JOB DESCRIPTION

#### 1. Operations and systems (45%)

- Analyze and improve internal systems to help maintain ease and efficiency of staff working experience;
- Act as first point of contact for support between the US and UK offices;
- Participate in the monthly DEI Working Group meetings and OrgsInSolidarity;
- Manage office equipment and supplies, office space and relationship with vendors;
- Manage relationship with Eaton House staff and co-working space;
- Manage US-based recruitment and onboarding process for new hires both in person and virtually;
- Support fundraising and advocacy events with technical logistics for in person and virtual settings;
- Supervise interns and volunteers.

- Support and attend internal recurring meetings including all-staff and US team standing meetings
- 2. Finance (20%)**
- Assist Senior Finance Officer to maintain and improve financial processes like credit card reconciliation, invoice payments, and income reporting;
  - Regularly remind US staff of financial processes, i.e., timesheets, reimbursements, and invoice requests;
  - Manage the donor gift process, including receiving and tracking deposits from payment gateways and checks sent in the mail as well as issuing timely thank you letters.
- 3. Executive Support (20%)**
- Support US Executive Director to manage their workload by monitoring their inbox, organizing their calendar, securing travel, and taking notes and producing minutes as requested;
  - Flag important deadlines and tasks for the Executive Director;
  - Co-design content and manage logistics for annual retreat, reflection, and strategic planning days to ensure US team remains on track with yearly goals;
  - Keep US Team calendar updated with Team Leaders input to provide advance notice to staff on recurring and high-level events
  - Help prepare for US Board meetings and support communications with board members.
  - Support new board member onboarding and outgoing board member offboarding.
- 4. Event and travel logistics (15%)**
- Event vendor coordination, including venue, catering, etc.
  - Support agenda setting and itinerary development for events, retreats, and team travel.
  - Event invitation management and distribution, and registration tracking when necessary
  - Supporting events that facilitate internal team bonding (staff send offs, birthday cards, team lunches) and external relationship development (partner visits, coordination with peer organization social opportunities)
  - Support travel logistics of visiting staff and peacebuilding partners.

## PERSON SPECIFICATION

1. Essential:
- At least 3 years of administrative experience;
  - Excellent research skills and a high standard of written English;
  - Well organized, taking a systematic approach;
  - Ability to set own work timetable and meet organizational deadlines;

- Excellent interpersonal skills and the confidence to represent Peace Direct with external parties.
2. Desirable:
- Experience processing financial information and familiarity with budgets and the budgeting process;
  - Experience using project management tools like Asana;
  - Experience with Salesforce.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Peace Direct's mission and think you have what it takes to be successful in this role even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

### **ADDITIONAL DETAILS:**

**TIME COMMITMENT:** Full Time Schedule

**START DATE:** Immediate

**APPLICATION DEADLINE:** August 26, 2022

**EDUCATION:** Bachelor's Degree or comparable experience required.

**EXPERIENCE LEVEL:** Intermediate

**COMPENSATION:** USD 43,000 - USD 48,000

**Benefits include:**

- 25 days of annual leave
- Aetna healthcare plan
- Training and Development opportunities

**Level of Language Proficiency:** Fluent written and spoken English is required. Other language experience desirable.

### **Peace Direct's Commitment to Diversity, Equity and Inclusion**

Peace Direct strives to be a diverse, inclusive employer celebrating the values and power of diversity, with equality of opportunities regardless of personal identity. We believe that local communities should be the drivers of sustainable peace; partnering with them is at the heart of everything we do. We are committed to improving our systems and ways of working to support this, including creating a Diversity, Equality and Inclusion (DEI) working group and DEI strategy and recruitment guidelines. We strongly encourage individuals from disadvantaged and underrepresented backgrounds to apply, including Black, Indigenous, and people of color (BIPOC), LGBTQIA+, people with disabilities and people with mental health challenges.

**To Apply:** Submit your resume and cover letter formally expressing your interest in the position to [usjobs@peacedirect.org](mailto:usjobs@peacedirect.org).