



Operations Associate Job Description

MOVE Texas Civic Fund and MOVE Texas Action Fund (MOVE Texas) is seeking an energetic, dedicated, and innovative Operations Associate to join our efforts to execute the operations of the organization. You'll be working with a growing Operations team working to manage the administration of the organization. 2020 will be the biggest year in MOVE's history and we are looking for a strong team member to help us implement the operational strategy.

About MOVE Texas:

MOVE Texas (Mobilize - Organize - Vote - Empower) is a grassroots, nonpartisan nonprofit organization building power in underrepresented youth communities through civic education, leadership development, and issue advocacy. We believe the strongest advocates for the issues that matter to us are young, everyday people who are ready for a big change. We register and turn out thousands of young voters every year, work to advance progressive issues, and train hundreds of young leaders across the state to create local change. We genuinely believe in the power of young people, and invite you to become a part of it. Get to know us: [Our website](#) | [Our Facebook](#).

Responsibilities:

Administrative

- General office oversight including but not limited to, ensuring a safe and comfortable office for employees, support for information technology
- Document retention including scanning and filing
- Booking general staff travel arrangements
- Support program and board event planning and logistics
- Oversee inventory and distribution of supplies; daily mail and organizational purchasing
- Provide support to Operations Manager and Director

Finance

- Compile and finalize material for resource sharing between 501(c)(3) and 501(c)(4) entities
- Track and manage reimbursements to employees
- Work with Development Associate on grant management: logging revenue and tracking expenses
- Set up vendors and log invoices into Bill.com



Human Resources

- Assure preparation for staff meetings by making sure agenda and materials are ready, note taking during meetings, and circulating takeaways as necessary to staff
- Implement employee care events & programs
- Maintain labor law posters in the office by ensuring they are up to date

During election cycles, all staff are required to work in the field serving young people. Other duties as assigned.

What we're looking for:

- Available to work some weekday evenings and weekends, willingness to work non-traditional hours
- Experience with and/or comfort level learning financial systems and software: QuickBooks, Bill.com
- Experience and comfort with excel and/or google sheets.
- Extremely organized, with exceptional attention to detail
- Deep commitment to MOVE's mission of engaging more young people in our democracy
- Willing to grow and learn, comfortable with feedback and can quickly implement and adapt to it.

Position Details:

- This position can be based in any Texas city where MOVE Texas operates: Austin, Dallas, Houston, Laredo, San Antonio or San Marcos.
- The Operations Associate reports directly to MOVE Texas' Operations Manager.
- Full-time position based on an annual salary of \$38,000
- Potentially some travel required including evenings and weekends
- A great benefits package including: Unlimited paid time off; paid sick days; medical, vision, and dental insurance plans; travel and cellphone per diem; and much more!

MOVE Texas is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, people of the global majority, people with disabilities, immigrants, refugees, members of the Muslim and Jewish community, and members of the LGBTQ community to apply.

To apply:

Please email hr@movetexas.org (Subject Line: MOVE Texas - Operations Associate) a single PDF application with a paragraph explaining why you're interested in this position, a resume, and 1-3 references (name, how you know the person, title, phone, and email).

Interviews are scheduled on a rolling basis. Position will be open until filled. No phone calls, please.