

Office and Operations Assistant

At Van Alen Institute, we believe design can transform cities, landscapes, and regions to improve people's lives. We collaborate with communities, scholars, policymakers, and professionals on local and global initiatives that rigorously investigate the most pressing social, cultural, and ecological challenges of tomorrow. Building on more than a century of experience, we develop cross-disciplinary research, provocative public programs, and inventive design competitions. Learn more at www.vanalen.org.

ROLE DESCRIPTION

Van Alen Institute seeks an experienced full-time Office and Operations Assistant to act as a core member of a mid-sized nonprofit to provide office and operations support. Our ideal candidate is an exceptional multi-tasker who can gracefully juggle the competing demands of a fast-paced office and team with organization and good humor. Success in this role is defined by continuous exercise of high quality skill towards creating the best working environment for all staff in support of their work.

DUTIES

- Provide support to the Manager of Finance and Operations on financial, human resources and operational processes, and take the lead in general office management
- With oversight from the Manager of Finance and Operations, process weekly invoices, office-wide credit card expenses, staff reimbursements, cash and check deposits, and petty cash reconciliations, and perform other financial processes and book-keeping as needed
- Assist with job and internship postings and the onboarding new staff and interns; coordinate daily intern and volunteer schedules
- Oversee general upkeep and organization of the office workspace, including inventory and supplies
- Organize engaging team-wide events, such as annual holiday parties, weekly staff lunches, and other office celebrations as needed
- Arrange catering and set-up for all meetings (internal and external)
- Act as point person and organizational liaison for events hosted in our space (which can include oversight of office moving arrangements)
- Perform general reception duties including greeting visitors, responding to inquiries, and answering general calls
- Open, sort, and distribute incoming correspondence: packages, mail, email
- Oversee office equipment and troubleshoot technical problems with IT, phones, and copier as needed

- Maintain physical and digital operational records
- Other office and operations tasks as needed

REQUIREMENTS

- Thrives in supporting a team and bringing energy, experience, and order to a fast-paced environment
- Enthusiasm for and experience with organizing staff gatherings
- Familiarity with invoice processing, credit card expense reconciliations, reimbursements, and petty cash
- Experience collaborating with a variety of vendors
- Professional, organized, and reliable
- Pleasant personality and strong interpersonal and communication skills
- Ability to maintain confidentiality
- Attention to detail
- Computer proficiency in MS Word, Excel, and Adobe Creative Suite
- Available occasional nights and weekends

HOW TO APPLY

Please send your application to jobs@vanalen.org, with cover letter and resume in a single PDF with subject line “Office and Operations Assistant: [your name]”.

The position pays an annual salary of \$40k, plus generous benefits, at no extra cost to employee. Contribution is required for dependents. Van Alen Institute is an equal opportunity employer.