

# Operations Associate

After more than 126 years of producing profound transformations in the public realm of New York City and beyond, Van Alen Institute is refocusing its mission to create equitable cities through inclusive design. In an equitable city, communities are engaged in the conception and creation of their built environment, regardless of income or personal circumstances. Community-driven decision-making builds resilience, social infrastructure, and ultimately, more just cities.

## Role Description

Van Alen Institute seeks a full-time Operations Associate to act as a core member of our team. Reporting to the Managing Director, the Operations Associate will support the organization's finance, human resources, operations, and office functions. Additionally, the Operations Associate will support the Managing Director on institutional strategic initiatives. The ideal candidate is an exceptional multi-tasker who can gracefully manage the competing demands of a fast-paced organization and who can think strategically about workflow across a variety of disciplines.

Van Alen is dedicated to fostering a diverse and inclusive workplace. We are committed to reflecting the communities in which we work and encourage members of traditionally underrepresented populations to apply, including people of color, women, LGBTQ people, and disabled people.

## Duties

### Finance and Accounting

- With oversight from the Managing Director, process weekly invoices, office-wide credit card expenses, staff reimbursements, cash and check deposits, and petty cash reconciliations, and perform other financial processes and bookkeeping as needed
- Assist with annual and quarterly budgeting process
- Assist with annual audit and Form 990 preparation

### Building and Office Management

- Maintain office workspace and supplies
- Perform general reception duties including greeting visitors, answering general calls, and distributing other incoming correspondence and packages
- Organize engaging team events, such as holiday parties, staff lunches, and other office activities as needed
- Arrange catering and set-up for all meetings and act as point person for events hosted in our space (internal and external)
- Administer and maintain all IT needs; periodically evaluate technology use and devise improvements

- Manage physical offsite archive and digital server
- Oversee contract management and vendor selection for office related needs
- Oversee building maintenance and act as point person for property management company

**Human Resources**

- Support all aspects of staff administration: develop and post job descriptions, review resumes, recommend interviewees, and oversee recruitment schedule; oversee onboarding and offboarding procedures; administer internal performance review processes; develop and maintain policies and procedures
- Act as point person for benefits administration; regularly review systems and look for efficiencies in HR and benefit administration
- Monitor changes to HR law and update systems as needed

**Requirements**

- Minimum two years of experience in an operations, finance, accounting, office management, and/or human resources role
- Strong project management skillset with a demonstrated ability to manage multiple priorities and projects, meet deadlines, and manage budgets
- Thrives in supporting a team and bringing energy, experience, and order to a fast-paced environment
- Excellent interpersonal skills, including the ability to work well with staff at all organizational levels and to interact professionally with internal and external stakeholders in person and via telephone and email communication
- Collaborative and adaptive mindset; comfortability with and interest in iterative and learning-focused processes
- Experience supporting and facilitating interdisciplinary teams
- Experience with invoice processing, credit card expense reconciliations, reimbursements, and petty cash
- Enthusiasm for and experience with organizing staff gatherings
- Experience collaborating with a variety of vendors
- Ability to maintain confidentiality
- Attention to detail
- A commitment to advancing social equity and inclusive design
- Proficiency in Microsoft Office Suite, Salesforce, Mural, Asana, GSuite, and Adobe Creative Suite
- Available occasional nights and weekends

## **How to Apply**

Please send your application to [jobs@vanalen.org](mailto:jobs@vanalen.org) with cover letter, resume, and writing sample in a single PDF with subject line “Operations Associate: [Name].”

The salary for this position is \$50,000 annually. Generous benefits are provided at no extra cost to the employee. Partial contribution is required for dependents. Van Alen is an equal opportunity employer.