

Reporters Committee for Freedom of the Press
Operations Assistant
Job Description
March 2019

The Organization: The Reporters Committee for Freedom of the Press provides pro bono legal representation, *amicus curiae* support, and other legal resources to protect First Amendment freedoms and the newsgathering rights of journalists. The Reporters Committee serves the nation's leading news organizations; thousands of reporters, editors, and media lawyers; and many more who use our online and mobile resources.

The Position: The Reporters Committee for Freedom of the Press seeks a creative, detail-oriented and enthusiastic person who wants to help us function with efficiency. The Operations Assistant will provide support to the Director of Business Operations, Executive Director and Steering Committee in the execution of financial, office administration, and event planning activities.

The Operations Assistant is an integral position within a vibrant, growing and well-respected organization with national presence. This position reports directly to the Director of Business Operations and has primary responsibility for those operations activities that support efficient organizational functions, including office and database management, financial data entry, travel logistics and expense reporting. The Operations Assistant will also provide administrative support to the Director of Business Operations and the Executive Director. Some relevant experience helpful, but this position will offer ample professional development opportunity.

This position is full-time and is located in our Washington, DC office.

Primary Responsibilities:

Operations Assistant:

- Works closely with Director of Business Operations on operations and administrative functions.
- Is primarily responsible for timely and accurate entry of Account Payables into accounting system, sends out payments as scheduled.
- Oversees and regularly uses Salesforce (Nonprofit Success Pack) to maintain accurate records. Generates reports as needed.
- Assists Director of Business Operations, Executive Director with administrative tasks as needed.
- Assists with RCFP staff and steering committee events, including scheduling, securing venues, working with vendors, sending invitations and managing RSVPs.
- Administratively supports steering committee, executive committee and other board committees and task forces.
- Supports mail distribution, maintains office calendar and supply inventory, and ensures on time ordering.
- Assists with office equipment maintenance and interfaces with outsourced IT firm as needed.

- Takes the lead on managing expense reporting and staff reimbursements.
- Assists with travel arrangements for staff when requested.

The Successful Candidate: The effective operations professional is creative, kind, works hard, pays very close attention to detail, and communicates clearly with a variety of audiences. The ideal candidate will demonstrate these qualities and will be motivated by the Reporters Committee's mission. This is a position where one can grow as a professional. Candidates who are interested in gaining skills and helping this team build effective and efficient systems will be most suited for this position.

Expertise in Salesforce, Quickbooks and Office software products is a plus.

Requirements include:

- Detail-oriented, highly organized, and able to multi-task and work independently to meet deadlines.
- Excellent interpersonal skills, strong writing skills and the ability to work well under pressure.
- Demonstrated commitment to mission-based organizations.
- Ability to work full-time in Washington, DC based office.
- Ability to travel occasionally, with advanced scheduling notice.
- A high level of computer literacy. (If possible, demonstrated proficiency with Salesforce (specifically the Nonprofit Success Pack), online research tools, Google Suite, MS Word and Excel.)
- Knowledge of best practices in the areas of bookkeeping and office administration will be helpful.
- Demonstrated experience in planning and executing events is a plus.
- Preferred: Bachelor's degree or equivalent and 2+ years of successful nonprofit experience.

Assignment, supervision and professional development

- The Operations Assistant works in the operations team and is supervised by the Director of Business Operations.
- The Operations Assistant will work with supervisor and team members to develop an individual professional workplan and to annually evaluate progress on that workplan, and to revise the workplan as necessary.

Work attributes

As an employee of RCFP, the Operations Assistant is expected to:

- Actively participate in the organization's overall mission, objectives and strategies; staff meetings, work group meetings, and committees, and other RCFP organizational activities.
- Effectively organize and manage work to finish assignments timely, set priorities, arrange necessary involvement with others, effectively juggle tasks.

- Timely and accurately utilize employee appropriate software including Quickbooks Desktop, RCFP's accounting software and Salesforce, RCFP's data management software and other necessary office systems and technology.
- Appropriately work independently and in accordance with RCFP's policies and best practices, and to seek supervision or assistance when necessary.
- Analyze what needs to be done to get the task done well and propose creative solutions to do it.
- Affirmatively think about how to improve or accomplish your work and the work of your team(s), engaging in creating the vision and work plan for your team(s) and RCFP.
- Contribute to positive, supportive relationships with work colleagues; communicate as necessary with colleagues and supervisor(s); work cooperatively with your team(s); give and receive constructive criticism; do what you say, be where you say you'll be, be prepared for meetings or forewarn people if you can't.
- Develop useful contacts with people outside RCFP; develop and maintain professional relationships; provide appropriate information, advice, and referral; communicate with appropriate RCFP staff about potential issues or problems dealing with others.

Compensation

Salary range for the role is \$45,000-\$50,000 depending on prior experience. Our generous benefit package should also be considered. For all regular full-time positions, RCFP offers:

- A competitive base salary with 2 weeks paid time off plus most Federal Holidays.
- Additional paid time-off when the office is closed between Christmas and New Year's.
- A retirement savings plan, including a 5% employer match from date of hire.
- Comprehensive employer paid insurance coverage, including medical, dental, and vision, life and accidental death, and long-term disability.
- Ability to use pre-tax dollars for dependent care and commuting expenses.

The Reporters Committee is committed to a diverse and inclusive workforce, and we strongly encourage women, veterans, people with disabilities, people of color and gender nonconforming candidates to apply.

Interested candidates should send a cover letter, resume, and contact information for three references to Reporters Committee's Director of Business Operations, Kirsten Poole at kpoole@rcfp.org. Email subject line should state: Candidate for Operations Assistant.