

## Now Hiring: Operations Assistant

Data & Society Research Institute is seeking a dynamic and energetic **Operations Assistant** to support the Operations team with general administrative duties.

### About the Operations Assistant

The Operations Assistant (OA) is an enthusiastic, proactive team player on the Operations team. The OA will typically act as one of the organization's first-points-of-contact: greeting visitors and guiding them on how to navigate Data & Society's space and various offerings. The OA is an ambassador of our culture both internally and externally, a concierge to our staff, visitors, and VIPs, and also a pinch-hitter in our vibrant office.

This is a great opportunity for someone looking to learn about the essentials of nonprofit office administration and operations—including document preparation, presentation skills, task management, and Data & Society community relations. If you are seeking to grow your skills and knowledge this is the role for you!

### Responsibilities

- **Day-to-day Office Tasks**
  - Provide general office maintenance support such as bathroom restock and regular office space walk-throughs, and enforce protocols for office cleanliness
  - Maintain and update conference room calendars
  - Regularly support reception desk coverage
  - Manage the office & facilities master list of needs and requests
  - Track and monitor office inventory
  - Replenish office supplies, and office/machine upkeep, etc.
  - Run local errands upon Office Manager's approval
  - Greet new guests upon entry
  - Provide minimal tech support
- **Administrative Support**
  - Provide project assistance and coverage on various Operations Team projects
  - Assist team members with document drafting and formatting
  - Print, scan, and copy a range of documents as needed
  - Support event preparations, logistics, and guest relations as needed
  - Organize and maintain shared Dropbox files
- **D&S Community Support**
  - Support Office Manager with curating community events amongst staff including: celebrations, staff meetings, town halls, etc.
  - Facilitate office tours for new folks in the space
  - Encourage employee participation for events and other community related-functions via slack and other communication tools

- Create orientation bags, including Data & Society materials, business cards, keys and face stickers.

- **Accountability of Office Skills Development**

- Zoom, Asana, Slack, conference calls, etc.
- Google Calendar management

## **Qualifications**

- Associate's degree or 2-5 years equivalent of office/administrative experience
- Ability to practice discretion and handle sensitive information
- Ability to work independently and as part of a team
- Ability to work a flexible schedule, including the occasional long day, early morning, late evening/night if necessary
- Ability to navigate well around NYC (for errands, when necessary)
- Ability to lift up to 20lbs

## **Key Skills & Competencies**

- Verbal & written communication skills
- Familiarity with Mac and IOS
- Fast learner, with the ability to train others
- Accountability
- Friendly personality
- Working knowledge of Microsoft Suite
- Familiarity with Google Apps
- Customer service oriented
- Detail-oriented & organized

## **Practical Considerations**

- This is **NOT** a remote position. The OA must be able to work from Data & Society offices in the Flatiron District.
- You **MUST** be eligible to work in the United States. We are unable to sponsor visas.

## **Schedule**

Monday – Friday, 9:30am – 5:30pm (with flexibility to work earlier, later, or additional hours as needed)

Note: The Operations Assistant role is a full-time, non-exempt position, and reports directly to the Office Manager. Regular office hours are from 9:30am - 5:30pm (May be called upon to work an earlier or later schedule, depending on office needs).

## **Salary**

\$40,000 - \$46,000 per year

To **Apply** please submit your application via:

<https://boards.greenhouse.io/datasocietyresearchinstitute/jobs/4250807002>. Applications will be accepted on a rolling basis:

1. A cover letter explaining your interest in this role and how you learned of this opportunity;
2. Your resume/CV.

**Data&Society**

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## **About Data & Society**

Data & Society focuses on the social and cultural issues arising from data centric technological development. We seek to inform and develop frames for discussion of these complex issues both through our own research and through supporting the expansion of a nascent field of actors concerned about these topics. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for trade-offs when they increase their reliance on data as a tool for management and decision-making.

We see the field as comprised of researchers, journalists, policymakers, technologists, industry leaders and workers, funders, advocates, and civil society actors. We are committed to helping this field engage substantively, and with an evidence base, in debates over implications arising from the increasing reliance on data at scale to automated decision-making across a range of sectors.

The work and well-being of Data & Society is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.