

Job Description

Title: Operations Associate

Reports to: Associate Director

Based in: Atlanta, GA, USA

Description:

The Operations Associate is responsible for event operations and daily administrative needs for the Atlanta Jewish Film Society (AJFS), including office management, event logistics, third-party coordination, and systems documentation.

Primary Objectives:

- Ensure the AJFS office is well-supplied, fully maintained, and open during regular office hours; and that all guests to the office are well-tended during their visits.
- Support the operational needs of AJFS events and programs, such as event logistics, documentation, supplies, third-party coordination, or onsite staffing.
- Comply with best-practice operational and administrative policies, ensuring these are well-documented, easily reviewable, and fully communicated to appropriate personnel and/or third-parties.

Responsibilities:

- Office & Facilities Management:
 - Coordinate office facilities management such as: security, maintenance or repairs, supply inventory, and housekeeping.
 - Execute on-going front-office tasks such as: file & records maintenance, answering incoming telephone calls, monitoring and sorting mail, assisting with correspondence and mailings, greeting guests, and other administrative needs as necessary.
 - Coordinate catering sourcing and execution with relevant staff to meet the needs of in-office meetings as well as onsite programming.
- Meeting & Staff Support:
 - Serve as a point-of-contact for general staff inquiries regarding policies or procedures.
 - Assist with document preparation and/or space setup for significant in-office meetings.
 - Coordinate refreshment needs for significant in-office meetings, as well as assist with post-meeting clean-up and resetting of the office.
 - Ensure clear coordination with staff in scheduling day-to-day office needs, supplies, and meeting spaces.
- Intern & Volunteer Development:
 - Facilitate an internship program including: recruitment of intern candidates, coordination with staff on intern needs, and compliance with any third-party requirements for internships.
 - Ensure a robust and active pool of volunteers including: recruitment, communications and record-keeping, and ongoing assessments of AJFS' volunteer needs.
 - Ensure AJFS staff fully understand the capacity and appropriate use of interns or volunteers.
- Event Operations & Logistical Support:
 - Assist with the operational and logistical planning for upcoming AJFS events or programs, in coordination with the Event Operations Manager and programming personnel.
 - Serve onsite during AJFS events, fulfilling prescribed operational roles as assigned.
 - Ensure onsite personnel at AJFS events are fully supplied, and coordinate internal communications as necessary to ensure smooth operations during all programs.

- Compliance with Operational and Administrative Policies:
 - Review, regularly update and improve documentation of all operational policies and procedures, ensuring said documentation is current, accurate, and accessible.

Qualifications:

Experience: Relevant experience with office management or event operations for small-to-medium size organizations is preferred, but not required. Experience in a nonprofit arts organization also preferred, but not required.

Education: Bachelor's Degree required.

Specialized Skills: Proficient in: Microsoft Office Suite, including Word, Excel and Outlook. Basic familiarity with: online databases (ex. Salesforce, Airtable); intranet document management systems (ex. Dropbox).

Other Skills: Excellent communication skills, both verbally and in writing. Ability to multi-task and collaborate with others. Writing sample may be required.

Physical Demands: Position requires extended periods of sitting while typing or using computers, and semi-regular lifting of items of moderate weight (boxes, supplies, food during meetings).

Travel Demands: Employee must be able to occasionally travel within metro Atlanta where AJFS events are hosted.

As an equal-opportunity educator and employer, AJFS prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy, childbirth or related medical condition, gender identity, sexual orientation, age, physical or mental.