

Position Announcement: Operations Manager

JustLead Washington seeks an experienced Operations Manager to support its team, programs, and administrative operations.

Who We Are

JustLead envisions a world where no one lives outside of the [circle of human concern](#). We see thriving and inclusive communities, a transformed law and justice system that no longer harms Black, Indigenous, and communities of color and instead helps create a world that is just and equitable, and an environment where advocates and organizations committed to equity & justice have the training, tools, and capacity to serve as effective, collaborative partners to communities and movements dismantling structural oppression.

JustLead supports the equity & justice community by providing transformative learning and community-building opportunities like the statewide [Leadership Academy](#) and the [Washington Race Equity & Justice Initiative \(REJI\)](#) and by offering capacity-building consulting, coaching, and facilitation services.

What We Are Looking For

The Operations Manager will support JustLead's team and work by engaging in a range of operational, administrative, event support, and communications activities, including but not limited to the following:

1. Provide project management assistance to team members to ensure that short- and long-term programs and consulting engagements move forward effectively
2. Provide direct administrative support like scheduling meetings, taking meeting notes, supporting time keeping for billable client projects, and organizing files and resources, while also maintaining and improving JustLead's administrative systems and processes
3. Serve as the primary logistical contact for program participants and vendors. Once in-person gatherings become feasible, this will include identifying and booking training venues, catering, and other event-related vendors/contracts as well as arranging travel and lodging for program participants as needed.
4. Work with JustLead team members to curate and create marketing materials, social media content, and email and written communication for program participants and stakeholders
5. As needed, engage in light financial tasks such as processing reimbursements and creating and processing invoices

Who You Are

You are committed to JustLead's organizational [vision and values](#). You are an adaptable active listener and communicator, skilled at identifying and responding to team needs. You are highly detail-oriented and able to juggle several varied tasks and projects at once.



We specifically hope to partner with someone who has:

1. A demonstrated commitment to economic, racial, and social justice and an understanding of the ways in which institutions and systems informed by conscious and unconscious bias harm individuals and communities of color
2. High-level administrative skills, including the ability to develop and manage multi-faceted programs, projects, and tasks
3. At least three years of experience managing projects or programs, including comfort with administrative systems like Microsoft Teams, Dropbox, or similar programs
4. Strong oral and written communication skills
5. Keen self-awareness/emotional intelligence and a strong ability to collaborate with teams while also working independently
6. Flexibility and a willingness to carry out the wide-ranging and often rapidly shifting responsibilities of a small and evolving nonprofit
7. Lived and/or professional experience working within Black, Indigenous, and communities of color or other communities who have historically been harmed by structural oppression
8. Although direct experience supporting legal or social service organizations and/or managing events or conferences would be seen as a positive, it is not required.

To Apply

To apply, please email a letter of interest and resume to the attention of Jennifer Werdell at info@justleadwa.org. **Applications will be considered on a rolling basis until filled, with priority consideration given to applications received by October 15, 2021.** If you need disability, language, or other accommodation to apply, please contact info@justleadwa.org.

Compensation & Benefits

The position will start as soon as possible. The role can be full-time (37.5 hours/week) or 80% time (30 hours/week). The salary range is \$60,000-\$68,000 per year depending on experience, which will be pro-rated if opting to work 80% time. The position offers generous leave benefits, a no-cost QSEHRA (health care reimbursement benefit), and a monthly stipend for transportation and other expenses. The position will start virtually but as a return to in-person work becomes feasible will be based in Seattle, with some statewide travel required.

JustLead Washington is committed to upholding its policies and values around inclusion, equity, and belongingness, which includes an environment free from barriers and discriminatory practices for its clients, partners, board, and staff. JustLead encourages submissions from applicants who are diverse in work and educational background, experience, race, national origin, gender identity, religious preference, sexual orientation, ability, and other identity factors. We particularly encourage applications from those who have lived experience within communities most harmed by structural oppression.

For more information, please contact JustLead at info@justleadwa.org or visit our website, www.justleadwa.org, or Facebook page, www.facebook.com/justleadwa.