



Operations Associate

As a fast-growing, but still small, nonprofit venture [CommunityShare](#) is re-imagining the role of our communities in education and learning. Through our online platform and offline programs we catalyze multigenerational, real-world learning experiences by connecting the wisdom, skills and lived experiences of community partners with educators and youth.

Title: Operations Associate

Location: Remote

Job Type: .5 FTE Contractor; Flexible hours

Start Date: As soon as can be negotiated

Compensation: Commensurate with experience

What we are looking for...

A team player who is passionate about creating the structure, organization and processes for a team and organization to thrive.

Primary Operational Responsibilities:

- Develop administrative, financial and HR processes for a new nonprofit organization
- Organize and maintain operations data in administrative, financial and HR platforms
- Assist with recruitment process for new hires and onboarding of new staff
- Develop and maintain the CommunityShare employee manual
- Develop staff time tracking protocol and track staff timesheets
- Maintain and refine Google Drive organizational structure
- Maintain marketing mailing list and donor database
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Coordinate staff schedules for internal and external meetings
- Research and coordinate insurance, legal and other services

Core Qualifications

- 2-3 years of nonprofit operations management experience
- Ability to build rapport with people of very different backgrounds and mindsets
- Experience coordinating people and projects and exquisite organizational skills
- Capability to manage and complete multiple projects and priorities at the same time within a rapidly changing environment
- Excellent communication skills
- Ability to work in a fast-paced start-up environment
- Self-starter who has extensive experience driving initiatives from conception to launch

- Endless curiosity and an abundance mindset
- Commitment to fearless experimentation, humility and lifelong learning
- Comfort with Google Drive and learning new software
- Bilingual/multilingual skills a plus
- Commitment to creating a more equitable educational system and world

Application Process:

Submit cover letter & CV to team@communityshare.us

Commitment to Diversity

At CommunityShare we are committed to diversity, equity and inclusion. We strive to create and inspire better ways to give every student an educational foundation for lifelong success. In order to fully realize this mission we are dedicated to building a diverse pool of candidates including those from underrepresented backgrounds and build an inclusive culture that supports and celebrates the diverse voices and perspectives of our employees.

Description of CommunityShare:

CommunityShare believes that our communities are only as strong as the relationships we weave. Relationships between caring adults and young people centered around real-world learning experiences nurture resilient, thriving youth and communities. In order to realize this vision, CommunityShare developed an [online platform](#) that matches educators in schools and out-of-school settings with community partners who serve as mentors, project collaborators, guest speakers, internship hosts, and more. Through both virtual and in-person learning experiences with community partners, students become more engaged in school and their community because of the real-world relevance, discover new career possibilities and expand their access to caring adults. The 3-minute video on our [home page](#) and this [Christian Science Monitor](#) article offer additional context. CommunityShare was [recognized](#) in 2018, 2019 and 2020 as one of the [top 100 global education innovations](#) at the HunderED summit in Helsinki. We were recently [highlighted](#) by Insights Success magazine as one of the top 10 most “disruptive edtech solutions” in 2020.