

JUSTICE IN AGING

FIGHTING SENIOR POVERTY THROUGH LAW

Position Announcement

Director of Operations

Location: Remote

Justice in Aging seeks a Director of Operations with at least 5 years of experience working in operations at a nonprofit organization. This individual will have demonstrated skills in project management, strong communication skills, as well as experience in and commitment to incorporating principles of Diversity, Equity and Inclusion into operations. The position will report to the Executive Director and will work collaboratively with the Director of Finance and the Deputy Director. The successful candidate will shape, manage, and implement operational policies and provide project management support for our growing team.

Contrary to portrayals of financially secure older adults engaged in healthy, active aging pursuits and enjoying their retirement, [over 7 million people over 65 have trouble making ends meet](#). And millions are living in deep poverty. Poverty is much worse for those who have experienced discrimination and inequities throughout their lives, including women, people of color, LGBTQ+ older adults, those with limited English proficiency, and others.

Join us and become part of the only national organization focused solely on advancing the rights of low-income older adults. [Watch this short video](#) to learn more about how, over the past 50 years, we have used the power of law and our expertise in all of the programs older adults rely on to fight senior poverty. [And learn why, in 2021, we launched a new strategic initiative to center our work in advancing equity](#). Through this initiative, we are intentionally pursuing systemic changes in law and policy that improve the lives of low-income older adults who experience inequities deeply rooted in structural racism, sexism, ableism, homophobia, and xenophobia. You can be a part of this meaningful work.

Our staff work primarily remotely, with most staff located in the Washington DC, Oakland CA, and Los Angeles CA areas, as well as some staff across the country. This position can be based remotely from anywhere in the United States. Justice in Aging requires COVID-19 vaccination for all staff, with exemptions available in accordance with federal law.

Applications should be submitted by April 12, 2023, for first consideration, although applications will be accepted until the position is filled. Questions about the positions can be directed to hire@justiceinaging.org.

Responsibilities:

Provide project management and operational support in the following areas:

Organizational Operations

- In collaboration with the Executive Director, Deputy Director and/or Director of Finance develop, implement, update and maintain organizational policies.
- Oversee a plan to support remote work and utilization of shared workspaces.

Washington, DC



Los Angeles, CA



Oakland, CA

- Develop and coordinate an annual organizational calendar of internal events, meetings, retreats, focus days, staff trainings, and professional development and connection opportunities.
- Lead on planning and execution of logistics (scheduling, securing hotel and meeting space, travel arrangements, IT, etc.) of biannual board meetings, annual staff retreats and team retreats.
- Coordinate management of subcontractors and vendors.
- Provide project management support to our internal [Diversity, Equity, and Inclusion Committee](#) on organizational DEI projects.
- Consult with our internal DEI Committee regarding organizational policies and processes.
- Provide support and/or supervision for administrative staff to assist in completion of activities outlined throughout.

IT Coordination and Management

- Coordinate IT needs including but not limited to maintaining online filing systems (Dropbox), assessing and assisting with basic computer hardware and software issues, implementing new IT software, ensuring data security, and creating best practices and policies around IT use.
- Manage all IT issues (computers, telephone, internet, A/V, printer) with support and/or services from appropriate vendors to resolve individual problems for staff. Manage the workflow of IT consultants and work collaboratively to resolve institutional IT issues.
- Support the development and implementation of IT policies, procedures, and training to ensure that the organization operates effectively and reliably.
- Build out and maintain an inventory system by overseeing the ordering, storage, distribution, and use of all IT equipment (hardware and software), office equipment, materials, and supplies.

Human Resources Coordination and Support

- Coordinate logistics for recruitment and hiring, including:
 - Post and advertise in external venues.
 - Collect and distribute job applications to the appropriate staff members.
 - Maintain centralized list of recruitment sources, such as websites and listservs.
 - Manage the scheduling and coordination of interviews as needed.
- Provide administrative and operations support to on-boarding and off boarding for new staff, interns, and fellows.
- Provide project management support for annual review process.
- Implement systems for tracking HR compliance requirements.
- Interface with HR consultants working on specific projects.

Requirements:

- 5+ years of experience working in operations at a nonprofit.
- Any combination of applicable educational/professional credentials and experience that will enable you to perform the above duties successfully.
- Demonstrated skill set in project management, including:
 - ability to plan and execute a project to completion
 - ability to set and meet deadlines
 - detail orientation
 - strong organizational skills

- creative and critical problem-solving skills
- Excellent written and interpersonal communication skills
- Experience in and commitment to incorporating principles of Diversity, Equity and Inclusion into operations
- Ability to work collaboratively and individually across multiple teams and the organization.
- Passion for social justice, including interest in working on behalf of older adults of color, older women, LGBTQ+ older adults, older adults with disabilities, and older adults who are immigrants or have limited English proficiency.

Desired:

- Ability to translate big-picture thinking into detailed and actionable plans
- Experience handling confidential client and employee information and data
- Interest in and ability to learn, and teach others about, new technology
- Experience using the platforms we currently use (Microsoft Suite - Word, Excel, Outlook, and PowerPoint) and Zoom (meetings, webinars, chat, phone, voicemail)

Compensation:

The base salary for this position is \$110,000 and requires a minimum of 5 years of experience. Applicants with considerably more experience and expertise could receive up to \$130,000. Justice in Aging offers a competitive benefits package, including fully paid health, dental, and life insurance; flexible reimbursement plan; 403(b) retirement savings plan with 8% automatic employer contribution; paid parental leave, sabbatical leave, and compensatory time; federal holidays, sick time, COVID-related emergency leave, and a generous vacation policy.

To Apply:

Please submit the following to hr@justiceinaging.org, with your name and position(s) that you are seeking in the email subject line. Applications received by April 12, 2023, will receive first consideration.

(1) Cover letter that describes your interest in this particular position. **In your cover letter, you must answer the following question:**

*To promote social justice and best achieve our mission, Justice in Aging is committed to maintaining a diverse staff and creating an inclusive and respectful workplace in which differences are acknowledged and valued . **How do you think your personal or professional experience or background has prepared you to contribute to a work environment with a strong commitment to diversity, equity and inclusion?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences to your response.*

(2) Resume

(3) One writing sample (such as a written policy, training guide, etc.); and

(4) Three professional references.

Justice in Aging is an Equal Opportunity Employer. We are committed to maintaining a diverse staff and we particularly encourage applications from people of color, women, people with disabilities, the LGBTQ+ community, and others whose background may contribute to more effective representation of low-income people and underserved communities.

If you need an accommodation for the application process or any aspect of this position, please contact Jennifer Goldberg at jgoldberg@justiceinaging.org. The application and all other questions should be directed to hr@justiceinaging.org.