



Thrive DC has been operating in Ward 1 for more than 15 years, focused on building relationships and deepening trust with our clients. As housing prices continue to soar across Washington, DC, we believe people should not be pushed out of communities where they have connection and support. People in Columbia Heights have come to rely on the consistency of a hot meal for breakfast and the fresh food distributed at our weekly food pantry. They know that, in the bitter cold of the winter, they can come to Thrive for a winter coat or launder their clothes as the summer heat rises.

Job Title: Operations Associate
Reports to: Director of Finance and Operations
Status: Full-time, exempt

Summary

Thrive DC is seeking a motivated and detail-oriented Operations Associate to join our team. The Operations Associate will play a crucial role in ensuring the smooth functioning of our organization by maintaining HR and finance systems, managing logistics, and assisting with project management. If you have experience with QuickBooks and Paychex, and are dedicated to making a positive impact in the lives of those we serve, we encourage you to apply.

Qualifications

Required:

- Bachelor's degree in business administration, finance, human resources, or a related field preferred.
- Strong organizational and multitasking skills.
- Detail-oriented with excellent data management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to Thrive DC's mission and values.

Desired:

- Previous experience with underserved populations.
- Experience or familiarity with project management software
- Previous experience with QuickBooks and Paychex is a plus.

Key Responsibilities

- **HR and Finance Systems Management:**
 - Maintain and update HR records, including employee information, benefits, and payroll.
 - Assist in the preparation of financial reports, invoices, and budget tracking.
 - Work with QuickBooks and Paychex to manage payroll and financial transactions.
 - Ensure compliance with financial and HR policies and regulations.
- **Logistics and Procurement:**
 - Oversee the procurement of office supplies, equipment, and other necessary materials.
 - Manage inventory and ensure that supplies are well-stocked and readily available.
 - Coordinate logistical support for events, meetings, and programs as needed.
- **Project Management Assistance:**
 - Support project managers in planning, organizing, and executing various initiatives.
 - Assist in tracking project timelines, milestones, and budgets.
 - Contribute to project documentation and reporting.
- **Program Staff Support:**
 - Collaborate with program staff to provide administrative support when required.
 - Assist in scheduling and coordinating meetings, training sessions, and other program-related activities.
 - Be responsive to the needs of program staff to help ensure the success of Thrive DC's programs.

Additional Responsibilities

- Take initiative and work independently with little supervision.
- Manage conflict and challenges pleasantly and professionally in a manner that produces positive results for all constituents.
- Serve as an advocate for Thrive DC's clients in the greater community.
- Provide coverage during Thrive DC's social service programs when needed; may include occasional physical labor including lifting, carrying, cleaning, etc.
- Other duties as assigned.

Thrive DC offers a competitive compensation package including health and dental insurance, paid holidays, vacation/personal days, a 401K match, and a dynamic, energetic team of staff and volunteers. This position may also include the flexibility to occasionally work remotely.

How to apply

Please send cover letter, resume, and relevant writing sample to: gary@thrivedc.org