Operations Assistant

About the Serviced Women’s Action Network (SWAN): SWAN’s mission is to connect support and advocate for service women; past, present and future. SWAN is a member-driven community network that amplifies the voices of military women, draws attention to their unique needs and advocates for solutions to meet their needs.

Position Description: The primary responsibility of the Operations Assistant is to assist in operational and administrative responsibilities to fulfill organizational activities. Strong candidates will have experience in management, organizational operations, external communications, and website maintenance and enhancements. Strong candidates should have, or are currently completing, a degree in Communications, Human Resources, Human Organizational Development, Business Administration, or a related field.

Major Duties and Responsibilities:
- Liaise with the Chief Executive Officer to make decisions for SWAN’s operational activities;
- Continually update SWAN’s Master Operations Manual;
- Plan and monitor SWAN’s daily operational progress;
- Manage procurement processes and coordinate material allocation;
- Ensure proper scheduling, management, and execution of SWAN events;
- Supervise intern staff and assist with communications and development tasks;
- Monitor, track, and share vital information to SWAN with staff and Board of Directors;
- Help coordinate communication between staff and Board of Directors;
- Revise and/or formulate operational policies and promote implementation.

Qualifications:
- A functional knowledge of WordPress or similar platforms;
- Experience with event-planning and external coordination;
- Experience with email marketing tools such as EveryAction and Eventbrite, etc;
- Experience working with social media platforms such as Facebook, Twitter, LinkedIn, and Instagram;
- Reliable communication and collaboration skills;
- Excellent organizational and management skills;
- Proficiency with Microsoft Office, especially Microsoft Word and Microsoft Excel;
- Ability to edit, produce, and design content a plus;
- Veteran status is a plus;
- Must be fluent in English or a native speaker.

Compensation: A small monthly stipend is provided at the rate of $500 a month for part-time support (15 hours/week), or $1,000 a month for full-time support.

How to Apply: Please send your resume and writing sample (1-3 pages), as well as a cover letter to info@servicewomen.org with “Operations Assistant” in the subject line. Applications will be reviewed on a rolling basis.