



## Operations Coordinator Job Description

Part-Time, Remote | Up to 25 Hours per Month | Reports to Operations Manager



### Overview

WISER International is a 501(c)(3) nonprofit organization with a fully remote staff based in the US. WISER empowers girls in rural Kenya to overcome the barriers that threaten their education, health, and safety. We believe girls have the power to lead change in their communities and we are committed to creating opportunities for them to do so. Our flagship program, the WISER Girls Secondary School in Muhuru Bay, Kenya, provides girls with a holistic and high-quality educational experience including psychosocial counseling, access to university-quality science labs, leadership training, and more all while offering high-impact health and education programs for the Muhuru Bay community. To learn more, please visit [www.wisergirls.org](http://www.wisergirls.org).

The WISER International team is seeking an individual with experience in detail-oriented operations and administrative work to become our part-time Operations Coordinator. The Operations Coordinator role is a part-time independent contractor position and this individual will report to the full-time Operations Manager. This position will support ongoing operational needs, including, but not limited to, projects related to human resources (policies, procedures, updating employment files), finance (administrative support to bookkeeper, tax and audit paperwork collection), annual renewals (solicitation licenses, insurance), electronic file management (daily drive organization, board minutes), capacity research (service providers, process management). Our organization is in a period of exciting evolution and transition and there is potential for this position to grow into a more substantial role in the near future.

### Required Qualifications

- A minimum of three years relevant work experience is required. We have a broad definition of what experience is relevant, so please include all previous paid or volunteer administrative experience in your resume.

- The ability to work in a cross functional environment, autonomously, and in an entirely virtual setting.
- Ability to manage a wide range of information and communicate details about that information accordingly.
- Customer service orientation- views role as supporting and facilitating the work of the team; and as integral to ensuring the team's cohesiveness and effectiveness.
- Excellent communication skills (written and oral); superior organizational and prioritization skills, and adept at managing expectations.
- Proficiency in MS Office, especially Word, Excel, and PowerPoint and their Google based complements.
- Expertise in cloud-based file management.
- Prior experience accessing QuickBooks reports and cursory knowledge of basic accounting terms is helpful, but not required.

### **Compensation and Timeline**

The Operations Coordinator is a part-time independent contractor position, ranging in hourly compensation from \$15-17 per hour, for up to 25 hours per month. WISER is an entirely virtual team, and we do not have a preference for your location, we only ask that you are able to make yourself available for periodic check-ins with the Operations Manager (East Coast) during normal business hours and a one hour paid team meeting monthly. Applications will be reviewed on a rolling basis and we aim to fill this position by June 1, 2021.

### **How to Apply**

Please submit your resume and cover letter to [michelle.gherardi@wisergirls.org](mailto:michelle.gherardi@wisergirls.org); with your first and last name followed by Operations Coordinator in the subject line.

WISER International, Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees, contractors, and partners, and to providing a work environment free of discrimination and harassment; at WISER, we celebrate our differences. All working relationships at WISER are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, family or parental status, sex (including pregnancy), sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, mental, sensory, or physical disorders/disabilities, genetic information, age, political affiliation, membership in an employee organization, past or present military service, or any other status protected by the laws or regulations in the United States. WISER will not tolerate discrimination or harassment based on any of these characteristics.