

# Operations Senior Associate

The Greater Washington Partnership is seeking a motivated individual with knowledge, experience, and interest in operations. The Senior Associate will support fast-paced, high-energy teams and play a key role in day-to-day operations of the Partnership.

As the Operations Senior Associate, you will:

- Support the Operations team with human resources related functions such as:
  - Recruitment management (including preparing job descriptions, posting to sites, reviewing resumes, and onboarding new employees)
  - Benefit administration
  - Manage performance review process
  - Maintain organizational chart
  - Document rank expectations
  - Update employee handbook
  - Educate staff on policies and procedures
- Support board meetings and board committee meetings, including development of agenda, talking points and coordination of attachments.
- Prepare draft minutes for all board and committee meetings
- Assist with maintenance of corporate records, including minutes; and directors terms
- Serve as a main point of contact for our outsourced IT provider for all technology-related needs, our security provider, and our property management team
- Manage office supplies and computer equipment
- Support timely collection of receipts in Ramp, our corporate credit card platform
- Provide administrative support to the Operations team as needed such as organizing our electronic file system
- Provide back-up support for vendor payments QuickBooks Online, our accounting software
- Other responsibilities, as assigned

## What We Value

- 2 - 3 years of professional-level experience; bachelor's degree
- Strong organizational skills
- Must be a solution-oriented self-starter and calm under pressure
- Must have an unwavering attention to detail and the ability to maintain confidentiality
- Excellent written communication skills
- Ability to thrive in a fluid, fast-paced environment
- Ability to handle multiple assignments simultaneously
- Proficiency in Microsoft Office – Outlook, Word, PowerPoint, Excel, SharePoint

## Who We Are

The Greater Washington Partnership is a first-of-its-kind civic alliance of business and community leaders committed to making the Capital Region – from Baltimore to Richmond – the best place to live, work and build a business. Working in collaboration with leaders across our

communities, the Partnership connects and leverages the region's extraordinary assets to convene changemakers, curate solutions, and catalyze action that strengthens the Capital Region as a leading global region and center for commerce and innovation.

## To Apply

If you are interested in joining the team at the Partnership, please submit your resume to [opsjobs@greaterwashingtonpartnership.com](mailto:opsjobs@greaterwashingtonpartnership.com) with "Operations Senior Associate" in the subject line.

## What We Offer

We offer the following comprehensive benefits package designed for the needs of our full-time team members:

- Currently working in a hybrid work environment, in the office two days a week on Tuesdays and Thursdays (*subject to change in number of days and days of the week*)
- Robust time off plan – 15 days PTO
- 11 paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health insurance paid up to 90% for employees and up to 50% for dependents
- Dental and vision insurance paid up to 99% for employees and dependents
- 401(k) plan with up to 5% employer match, starting on your first day of employment
- Professional development stipend up to \$800
- Monthly cell phone stipend

*At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.*