



## **Operations Assistant**

United States of Care is seeking an Operations Assistant to join its growing team. The mission of United States of Care is to ensure that every single American has access to quality, affordable health care regardless of health status, social need, or income. As a newly formed non-partisan non-profit, we are building and mobilizing a movement to achieve long-lasting solutions that make health care better for everyone. United States of Care will help make it happen by working with Americans from across the country: patients and caregivers, advocates, physicians and other clinicians, policymakers, and business, civic, and religious leaders.

### **Position Overview**

A full time position, the Operations Assistant will support the Operations team in its day to day operations, office management, human resources, and administrative functions, while also providing cross-departmental support and collaboration to move forward special projects as assigned. This administrative position is multi-faceted, and will maintain a diverse portfolio of projects, including project management, human resources, scheduling, research, and writing. This position also supports the Executive Director with scheduling and administrative duties.

The Operations Assistant is entrepreneurial, collaborative, and has strong organizational skills, excellent attention to detail, and manages to deadlines. They “manage up” on progress of assignments and take direction well. Ability to multi-task and work independently are essential. The Operations Assistant reports to the Chief Operating Officer and will support all teams at United States of Care.

### **Responsibilities and Duties**

- Provide scheduling assistance to Executive Director, Executive team, and office-wide meetings;
- Ensure smooth operation and administration of office systems such as benefits and policies;

- Coordinate and support meetings and events throughout the organization, such as Board Meetings and internal staff meetings and retreats;
- Assist in IT management;
- Manage all organizational bill paying; and vendor and contract management;
- Handle confidential information such as employee personnel files and benefits administration;
- Assist in departmental diversity, equity and inclusion activities and management;
- Manage intern programs: coordinate hiring processes, schedules, onboarding/offboarding, and collaborate with interns and volunteers on special projects;
- Provide overall support and structure to Operations department;
- Perform general office management functions such as ordering supplies, technical support, facility management, and maintaining vendor relationships;
- Assist in special organizational projects as they arise;
- Other duties as assigned.

### **Qualifications**

- 1-2 years of administrative experience which can be demonstrated with internships;
- A strong commitment to ensuring every American has access to quality, affordable health care;
- Dedication to operating in a diverse, bipartisan, learning atmosphere exploring multiple policy solutions to achieve that mission;
- Commitment to prioritizing diversity, equity, and inclusion principles, including utilizing organization's equity lens to inform all work;
- Ability to respect and handle confidential information;
- Relevant internship or work experience demonstrating strong organizational and interpersonal skills;
- High attention to detail, ability to handle multiple projects at once and deal with competing priorities from multiple sources;
- Strong ability to manage to deadlines and follow up as necessary;
- Willingness to respect different points of view, and balance innovation and creativity with the ability to organize in order to get work done;
- Ability to take informed risks, step out of your comfort zone and embrace ambiguity; use organization's collective intelligence to solve problems, weigh outcomes, and take calculated risks;
- Flexibility, enthusiasm and an ability to handle whatever is thrown at you with confidence and a positive attitude.

## **Compensation and Location**

United States of Care offers a very generous benefits package including medical, dental and vision insurance; 403b with match and paid time off. This position is full-time and located in Washington, D.C. The salary for this position is \$40,000.

Interested candidates should email resume and cover letter to [jobs@usofcare.org](mailto:jobs@usofcare.org). Please include "Operations Assistant" and your last name in the subject line. In your cover letter please include how you heard about this position.

*We are an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply. We prohibit discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.*