



## Operations Associate Job Description

### About Rising Voices

Asian Americans are the fastest growing racial group in the state of Michigan, and are often the margin of victory in key municipalities and counties in Michigan. From Bengalis in Detroit and Hamtramck through Macomb County, South and East Asians in Oakland and Washtenaw Counties and Burmese in Battle Creek, to Southeast Asians in Kentwood and Holland on the west side of the state, Asian American Michiganders voted in record numbers in 2020. Rising Voices works to keep the momentum going. As the only Asian American c4 organization in the state working to elect progressive candidates and move progressive policy, Rising Voices seeks, in addition to its non-partisan work, to continue to build up the power of Asian American communities in Michigan to have a seat at the policymaking table and be acknowledged as a powerful political force.

Formed in 2019, Rising Voices, a project of Center for Empowered Politics is a 501(c4) nonprofit organization that seeks to organize and develop the leadership of Asian American women (cis, trans, Gender Non-Conforming and femme-identifying) and young people for power around progressive values and issues in the state of Michigan.

Rising Voices is c4-facing, however much of the work is c3 and non-partisan and is funded through Rising Voices Fund, a project of Center for Empowered Politics Education Fund. Learn more about Rising Voices [here](#).

### Operations Associate

Rising Voices seeks a full time Operations Associate. The position involves several major areas of work:

1. Managing and possessing a big picture view of the organization's overall operating budget as well as individual project finances and expenditures. This includes collaborating with the organization's directors to develop budgets for proposals and working with our fiscal sponsor to monitor spending on funded proposals.
2. Drafting and managing contracts: vendor agreements, expense reimbursements, and processing invoices.
3. Designing and implementing polished events such as staff retreats, political candidate forums, development meetings, and organizing events. This includes reserving space (or setting up the technology), developing agendas, researching best and most affordable options, and arranging catering (or food delivery) and other details.
4. Maintaining careful organizational records, including contact lists, virtual storage systems, and calendars.
5. Coordinating the procurement process for any staff expenditures, including larger purchases and daily materials (such as electronics, furniture, PPE supplies, snacks and other materials for canvassers).
6. Liaise with the organization's fiscal sponsor (Resilient Strategies) to coordinate the organization's HR and IT requests.

The Operations Associate will work closely with all staff members at Rising Voices and report to the interim executive director/executive director.

# Rising Voices

The position requires some travel, generally one-two overnight trips per year (irrespective of COVID-19 restrictions) and local travel to monitor the organizational mailbox and supply space in Detroit.

## **Opportunities for Growth and Advancement**

There is also opportunity for a more experienced candidate with the following qualifications to assume a more advanced role in the organization, and for candidates to grow into this role:

- Creating systems for the organization at large, including but not limited to inventory for office supplies, tracking budget spending, digital tool utilization for inner-organizational communication and project management (e.g., Trello, Slack, etc.).
- Coordinating hiring and personnel issues, including posting positions and supporting the hiring process; developing and implementing internal policies; managing the bid process for the hiring of external consultants, and ensuring that Rising Voices complies with the policies of our fiscal sponsor.

## **Qualifications:**

The successful applicant will first and foremost be committed to Rising Voices' [values](#). They will be able to communicate and get along with a wide range of people, desirous of providing good service both within and outside of Rising Voices, and skilled at finding solutions to all kinds of problems.

Applicants should have experience managing budgets and working collaboratively with others. Personal initiative; willingness to work independently at times; excellent organizational, interpersonal, and writing skills; and the ability to work in a fast-paced, sometimes unpredictable environment are essential.

Applicants should be able to work effectively through exciting yet unpredictable political cycles. Knowledge of 501C3 and 501C4 policies and operations is strongly preferred but not required. Some experience with development/fundraising and knowledge of and interest in political organizing also preferred.

Rising Voices is particularly seeking candidates who are committed to the disruption of white supremacy and a world where each person is free to exist as exactly who they are to be. The program seeks to be supportive of the needs of dual career families, and is interested in individuals with non-traditional career and academic paths. To apply, please submit your resume and cover letter to Jungsoo Ahn at [jungsoo@risingvoicesaaf.org](mailto:jungsoo@risingvoicesaaf.org).