



Come work with us!

CompassPoint is looking for a full-time Operations Coordinator

WHO WE ARE

[CompassPoint](#) helps leaders, organizations, and movements committed to social justice realize their full power. If you haven't already, please visit our [job openings page](#) and [about us page](#) to learn more about who we are, what we do, and how we work.

THE OPPORTUNITY

CompassPoint is growing! We are adding a new operations coordinator to our team, with a focus on supporting our team's day-to-day and long term operations. This project coordinator will facilitate a welcoming and accessible working environment for CompassPoint staff and board members, and help evolve our systems and processes to better meet their needs. They will also play a key role in shaping our journey toward hybrid (online and in-person) learning opportunities as we start to experiment with returning to in-person gatherings. They'll work closely with our *internal resilience* team to create policies, procedures, and practices that align with CompassPoint values and support the development of a healthy, generative culture.

Quick facts:

- Salary: \$75,000 annually (see end of document for more information on total compensation).
- This job is a non-exempt, full-time position based in the Bay Area, California (required).
- We continue to work remotely for the time being and have no physical office right now. However, this position will be a mix of remote and in-person work, and will play a key role in helping us to convene safe, accessible, and welcoming in-person gatherings in 2022.

WHO WE'RE LOOKING FOR

This section describes the skills and experience that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've listed! If you have a vision and excitement for this role and our organization, we welcome your application.

This is a great position for someone excited about a broad range of operational challenges: from supporting the wellbeing and safety of our team, to thinking about the space and resources our participants need to best learn together. We're looking for someone who enjoys logistical puzzles, building relationships at every level, and who will embrace the creative challenges of hybrid learning and working (a mix of online and in-person events) as an opportunity to evolve the way we bring people together. If you care about how systems, policies, technology, and space can all combine to help people (especially marginalized folks) have transformative work and learning experiences, we're excited to meet you!

WHAT'S MOST IMPORTANT

- A commitment to Pro-Blackness, racial justice and an interest in supporting nonprofit and social change leaders in their growth and development is essential. If you have previous experience in the nonprofit sector and connection to social justice movement organizations, that's highly desired.
- Prior experience with managing a physical and virtual office is highly preferred.
- Previous experience supporting online and/or in-person events.
- Interest and experience with creating and maintaining safe and welcoming environments (online and in-person) for employees, board members, vendors, and participants.
- Strong attention to detail and follow through—identifies patterns, catches mistakes (of self and others), double checks work.
- Strong relationship-building skills with co-workers, vendors, and program participants.
- Experience with project management on a variety of projects with many moving pieces.
- The ability to problem-solve independently and creatively.

SKILLS AND EXPERIENCE THAT WILL MAKE THIS A GREAT FIT

- Comfort using a variety of software and apps (online billing tools, survey tools, closed captioning, telephone systems, Google Suite, Slack, Asana—and the flexibility and ability to learn new systems that might be unfamiliar).
- Some familiarity with accounting systems is preferred but not required.
- Strong communication skills:
 - Written communication skills: writes with clarity and directness, can create clear written pieces (such as emails to staff and board)

- Other communication skills: comfortable speaking in groups, facilitating others, giving honest feedback in real time, open to generative conflict.

WHAT THIS JOB LOOKS LIKE IN ACTION

- Office management
 - Developing a healthy, functional, and safe remote-work environment for all staff members.
 - Providing logistical support to multiple experiments for in-person working and programming in a COVID-19 world.
 - Sharing learnings from in-person gathering experiments that support developing a hybrid model for how we work and deliver our programs.
 - Maintaining CompassPoint's emergency and safety plans and ensuring staff are aware of emergency procedures.
 - Working with a team to support a healthy staff culture, including coordinating celebrations, staff retreats, and other opportunities to build fun and connection among staff.
 - Supporting participant communications (cancels, refunds, transfers, general queries).
- Technology support
 - Supporting staff members in learning new technology platforms as needed.
 - Tracking on and maintaining key technology tools and platforms (both hardware and software) in partnership with an external IT support team.
- Programming support
 - Providing technical support for audio/visual/technology needs during online learning sessions as needed.
 - Engaging participants during online sessions by monitoring and responding in the Zoom Chat feature, and communicating questions/needs to Trainer/Facilitators as needed.
- Accounting support
 - Recording weekly accounts payable and receivable.
 - Maintaining appropriate vendor documents and records.
 - Coding and reconciling multiple monthly credit card statements.
- Board of Directors support
 - Supporting scheduling, Zoom support, documenting minutes, and correspondence.

*These tasks represent baseline responsibilities for this position. As CompassPoint takes on new projects and grows, there will be possibilities (and sometimes the need to) move into new accountabilities and areas of work. **Physical duties of this role:** Sitting at a computer, speaking, and typing for extended periods of time. Duties of this role will also include lifting, bending, and pulling furniture to set up, configure, and break down workstations and training spaces.*

Compasspoint will provide accommodations to support folks with physical disabilities that impacts their ability to complete these tasks.

COMPENSATION AND BENEFITS

This position is full-time and non-exempt. The starting salary is \$75,000 annually. Because we know that the practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable. Our compensation structure—as well as our approach to future compensation adjustments—is transparent to all practice members. We will share more about our approach to compensation with final candidates.

CompassPoint offers a benefits package to all team members that includes:

- 100% employer-paid HMO medical, dental, and vision plans for employee and eligible dependents. (PPO plans available at additional cost.)
- Employer contributions to 401K retirement plan, regardless of employee contribution.
- 36-hour work week and flexible work schedules.
- Four weeks of employee-directed paid time off per year, increasing to six weeks over time.
- Two weeks of collective time off (first week of July and last week of December) and seven additional paid holidays throughout the year.
- 16 hours of “Life-Happens” leave (for needs such as menstrual leave, volunteer or activism hours, cultural holidays, school closures, and other life events) annually that can be used as additional PTO.
- Life / AD&D and Long-Term Disability Insurance.
- Flexible spending accounts for medical expenses and childcare.
- Access to CompassPoint’s Employee Assistance Program.
- Funds for professional development opportunities.
- Stipend for working remotely and funds for home office workstation equipment and furniture.

CompassPoint is committed to providing equal employment opportunities to all qualified applicants and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

We value a strong, diverse team of folks whose lived experience informs their relationship to social justice work and our collective liberation. Women, trans-and gender-nonconforming folks, queer people, BIPOC (Black, Indigenous, People of Color), and individuals with disabilities are strongly encouraged to apply. We acknowledge this list is incomplete and encourage you to apply if your lived experience informs your desire to be a part of social justice work.