

Wednesday, September 6, 2023

Operations Assistant

Company: Urban Bush Women
 Location: Brooklyn, NY
 Compensation: \$25/hour

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Job Summary

As Operations Assistant for Urban Bush Women, you will report to the Managing Director and provide support to the Operations, Human Resources, and Finance teams.

Functions & Responsibilities

Human Resources

- ? Support the HR Manager in drafting and creating job descriptions for UBW Organizational roles
- ? Support coordinating hiring for new positions including posting job descriptions, organizing incoming resumés, scheduling interviews, etc.
- ? Onboard new employees based on the New Employee Checklist and in compliance with NYS and federal regulations
- ? Assist Director of Operations and HR Manager in the research and development of the UBW HR department
- ? Maintain the privacy and security of sensitive employee information
- ? Provide support to HR Manager for UBW's payroll and administrative functions, utilizing internal and 3rd party platforms
- ? Update and organize HR documents on the UBW internal drive, including, but not limited to health insurance forms, contact information, compliance completion documents, etc.
- ? Monitor work hours/vacation days/compensatory time/overtime for all eligible employees
- ? Create and maintain new personnel files and update as needed
- ? Support HR Manager in Benefits Administration, including employee health insurance, 401k, time off and leave
- ? Support maintenance of Human Resources Management Manual
- ? Coordinate annual anti-sexual harassment training compliance organization-wide

Finance Assistant

- ? Support the Finance Manager in tracking: expenses, income, receivables, invoices, grants
- ? Attend weekly finance meetings and take and distribute meeting notes
- ? Work with administrative staff, consultants and the company to completely and accurately itemize AmEx spending statements
- ? Support the Finance Manager with tasks including, but not limited to data entry and communications with vendors, partners, and consultants
- ? Track and report areas of the administrative budget delegated by Director of Operations
- ? Administer petty cash.
- ? Receive and deposit gifts and payments
- ? Provide support Finance Manager and Director of Operations, in the preparation of financial statements to the Board of Directors

Operations / Office Management

- ? Maintain and revise Operations Manual
- ? Organize and maintain UBW Manuals & Policies folder
- ? Maintain and synchronize the organizational calendars
- ? Create and distribute the updated email signature on a monthly basis
- ? Update and distribute the General Office Information document on a monthly basis
- ? Answer phones, forward voicemail and monitor general UBW email accounts
- ? Prioritize office workflow and systems
- ? Organize and maintain office digital and paper filing systems
- ? Keep track of and order office supplies as needed
- ? Maintain the organization of the office and storage areas
- ? Check for and distribute mail
- ? Maintain tech equipment in office, troubleshooting issues and coordinating repair/diagnoses
- ? Liaise with South Oxford Space (SOS) building management and keep UBW updated with SOS changes

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats

Compensation/Benefits

Compensation: \$25 per hour

Benefits: Paid time off (personal, holidays, and a collective week off at end of year)

Option to enroll in 401(k) after 12 months

Start Date: October 2, 2023.

Schedule & Location

20 hours per week, hybrid schedule. You will have the flexibility to work from your preferred workspace, with certain regular tasks requiring on-site presence at UBW's Brooklyn office weekly. Occasional team meetings or events will require in-person attendance in NYC.

Potential occasional travel outside of NYC to attend conferences and UBW performances.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Operations Assistant - First Name Last Name" to info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through September 21, 2023 or until the position is filled.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing g issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

www.urbanbushwomen.org UBW is an equal opportunity employer.

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For more information:
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