



## OPERATIONS ASSOCIATE JOB ANNOUNCEMENT

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| TITLE       | Operations Associate                             |
| FLSA STATUS | Non-Exempt                                       |
| PAY CLASS   | Full-Time  |
| REPORTS TO  | Operations Manager                               |
| LOCATION    | Santa Ana, California (On Site: Monday - Friday) |

### Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

### Do you have a passion for providing exceptional, detail oriented operational support?

If so, your passions align with the Charitable Ventures mission!

### What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Provide administrative and clerical assistance to the Operations Division?
- Execute data collection, entry, reporting?
- Provide support to the facility management of the OC Shared Spaces office building- The Village?
- Assist with office support tasks such as supplies and mailing?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### Job Summary

The primary role of the Operations Associate is to provide general administrative assistance, clerical support, and customer service across the following business areas: operations, office administration, and facility management. This position requires skills in the areas of communication, planning and



organization. This is a forward-facing position with the requirement of interfacing with the public and representing the agency in a positive and professional manner.

### **What are the desired qualifications?**

#### **Education:**

High School diploma or equivalent required. Bachelor's degree preferred.

#### **Experience:**

3-5 years of office administration required. Customer service experience a plus. Nonprofit experience or career path a plus.

**Compensation** Commensurate with experience, education, and market (\$22 - \$25 per hour)

#### **Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.



**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*