

Operations Associate

About Us

[EdNavigator](#) is a nonprofit organization that helps hard-working families find a path to success in school and beyond. We partner with leading employers to bring expert educational support to the workplace as a benefit to employees. We help parents and caregivers choose schools, understand their children's progress, support learning at home, advocate for their children's educational needs, and even advance their own education as adults. We believe that everyone wins when families are better informed and more engaged.

Help Keep Us Running

Summary

We are currently seeking an exceptionally well-organized and detail-oriented person to provide operations support to our site and national teams, including data maintenance, general organization of team supplies and logistics, and printing and shipping coordination. This is a project-based, hourly, part-time role. This role is virtual, though there may be some in person work for certain projects. Ideal candidates will live in or near Boston, Chicago, or New Orleans.

Responsibilities

- Provide general operations support (i.e., organizing materials, managing inventory, shipping supplies and swag)
- Manage printing orders with printers
- Support organizing all team-meeting logistics (event planning, travel coordination, etc.)
- Process virtual eGift Cards using our online system
- Complete basic member data updating within our App and Google sheet trackers
- Provide basic maintenance support and user help with our internal wiki Tettra
- Support staff (Navigators) with requesting records from schools
- Support team with using and setting up Zoom meetings

Qualifications

- Reliable, self-disciplined, and able to work well independently in our virtual organization
- Highly action- and detail-oriented
- Friendly, collaborative, and team player

- Extremely well-organized and able to balance multiple priorities and deadlines efficiently
- Highly comfortable with technology and using online systems (We use Slack for all internal communications, Zoom for team meetings, Outlook for email and calendar)
- General Google Drive knowledge, ex: Sheets and docs (including: sorting, adding rows, working with basic formulas such as SUM and COUNTIF)
- Associates Degree or experience commensurate with job description responsibilities

Salary
\$20-25 hr

To apply, please send a cover letter and resume to jobs@ednavigator.org