



## POSITION DESCRIPTION

**TITLE:** Operations Assistant

**DEPARTMENT:** Operations

**SUPERVISOR:** Chief Operating Officer, Chief of Staff

### BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is the organization that will end breast cancer; we are activists who set a research agenda to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause.

### POSITION SUMMARY

Reporting directly to the Chief Operating Officer, Chief of Staff, the Operations Assistant provides overall support to ensure NBCC staff have access to the best workplace, systems, policies, and procedures to accomplish their goals.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The Operations Assistant will be responsible for the following tasks:

#### **General Operations:**

- Track deadlines and ensure compliance with all organizational policy renewals and payments.
- Assist with updating and maintaining all operations policies and procedures manuals.
- Work with staff to organize files in SharePoint for ease of access to critical materials.
- Maintain office supplies and other needs to ensure the office space is efficient and safe for all staff.
- Manage and develop vendor relations for NBCC and purchase imprinted products and other supplies for programs.
- Assist with strategic planning efforts and measuring success.
- Other duties as needed.

#### **Human Resources:**

- Help benchmark NBCC benefits against industry standards and seek cost-effective ways to improve benefits in response to employee feedback.
- Assist with the hiring process ensuring position descriptions are up to date and promoted strategically. Respond to applicants in a timely manner, circulate resumes to the appropriate staff, and schedule interviews and reference checks.
- Research the best mechanisms for posting job opportunities and share position listings.
- Coordinate and schedule orientation meetings for all new staff.



- Help coordinate the off-boarding process for exiting employees.
- Schedule staff meetings and conference rooms.
- Organize and serve on the staff engagement committee and implement activities that inspire a positive workplace culture.
- Liaise with temporary employment agencies when needed.
- Coordinate NBCC's Internship Program.

### **QUALIFICATIONS & REQUIREMENTS**

The Operations Assistant will possess:

- Ability to interact at the highest level of professionalism with all staff, board, vendors, volunteers, interns, and the public.
- Exemplify sensitivity to confidential information.
- Ability to perform tasks with limited supervision and to juggle multiple and multi-faceted priorities.
- Proficiency and experience in Microsoft Office Suite.
- Experience managing complex travel arrangements.
- Exceptional written and oral communication skills.
- Proficiency and experience in preparing visual materials for meetings, reports, events, and presentations, including PowerPoint and computer graphics a plus.
- Bachelor's degree in a related field.
- Minimum of one year of work experience (or equivalent internship experience) in an office environment.
- Passion for mission and expectation to stay current on organizational activities and communications.

**SALARY RANGE: \$40,000-\$50,000**

**HOW TO APPLY** Email a cover letter with resume and salary requirements to [jobs@stopbreastcancer.org](mailto:jobs@stopbreastcancer.org) with "Operations" in the subject line. No calls, please. NBCC is an equal-opportunity employer that welcomes applications from all.

**NOTE** This is a full-time hybrid position located in Washington, DC. At present, NBCC staff work remotely Mondays, Thursdays, and Fridays, and are expected to be present in the DC office on Tuesdays and Wednesdays.

### **NATIONAL BREAST CANCER COALITION VACCINATION POLICY**

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition ("NBCC") has prioritized employee safety and well-being as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.