

September 3, 2021

Job Announcement: Director of Operations

Rising for Justice (“RFJ”) invites applications for a full-time Director of Operations position to begin immediately. The position is responsible for directing and coordinating management and administrative support for RFJ’s legal services, clinical education, and development programs and processes. We seek a Director of Operations who embraces our mission and values. We are looking for a team player with the requisite credentials and experience who thrives in a fast-paced non-profit environment.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical teaching program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Duties include responsibility for the following:

- **Oversight of General Accounting Operations**, including monitoring the processing of accounts payable and receivable; serving as liaison to external accounting firm; direct supervision of Bookkeeper/Administrative Assistant; responsibility for payroll and expense reimbursement processing; management of vendor accounts and contracts; oversight of deposit, expense and petty cash reports; oversight of processing deposits and for ensuring credit card and other monthly reconciliations, including coding; and management of all support for annual audit.
- **Human Resources**, including administration of hiring processes; onboarding for new hires; termination processing and exit interviewing; serving as a liaison with external employee benefits administrator and administration of benefits program; administration and tracking of leave; organization and maintenance of employment and personnel records.
- **Office Administration**, including oversight of inventories, supplies, equipment, databases, case management system, and electronic and paper file maintenance, storage and archive systems; serve as IT liaison for day-to-day issues related to

network, printers, security, telephone and communication systems; management of government registrations and licenses; direct administrative support for Executive Director and legal services and clinical programs; and supervision of administrative support staff.

- **Operations Management**, including management of general office operations; oversight of college internship program; and serving as a liaison to building management.

Qualification Requirements

Bachelor of Arts degree and a minimum of three years of experience in finance and human relations, preferably in a non-profit environment. The successful applicant will be team player with keen attention to detail who is comfortable multi-tasking and who has strong oral and written communication skills.

Accountability: Reports to the Executive Director.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email addressed to Julia Cade, at hire@risingforjustice.org. Please indicate "Director of Operations, [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.