



Operations Associate Job Description

The Organization:

Azul is a Latinx led and serving environmental justice organization focused on ocean stewardship. We are small, nimble, and extremely mighty. Founded in 2011, Azul has been instrumental in the CA plastic bag ban, shark fin ban, and in expanding access to the state's coasts. Our work is rooted and guided by equity, social justice, and intersectionality. For more information, check out www.azul.org.

Azul is an independent operating project of the nonprofit umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org), and is headquartered in San Francisco. This position will be located in San Diego, CA, with a flexible working arrangement of both remote and on site based upon business need.

The Position

We are a fast-growing non-profit organization and we are looking for an Operations Associate to support the Senior Director of Operations in the daily business management of Azul. The operations associate's responsibilities include reviewing and processing financial and non-financial transactions, event and travel coordination, and ensuring smooth daily operations. A successful operations associate should be highly organized and have a versatile skill set to support a variety of different business functions with a diverse range of tasks, and understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that programs and events are carried out smoothly.

The Ideal Candidate:

You have an entrepreneurial spirit, can work independently but are also collaborative and deft when building partnerships. You are an energetic self-starter with a proven ability to diplomatically assess situations by "reading the audience". You are inspired by your work towards implementing the strategic vision of Azul's mission. You are an excellent communicator with listening skills, skilled multi-tasker and a creative problem solver. Technologically savvy; experience with inventory management, database, or similar software is beneficial.

Operations Associate Responsibilities:

- Performing administrative duties including calendaring, purchasing, data entry.
- Assisting with recruitment activities to include application processing, scheduling interviews, maintaining reports and logs.
- Supporting the Director of Operations with the enforcement of company policies and standards.
- Assisting with accounting and payroll matters as needed.
- Monitoring inventory and placing supply orders.
- Maintaining contract database, processing invoices, and tracking projects to statement of work.
- Assist in troubleshooting problems and issues as they relate to daily operational activities
- Maintaining company databases, file repositories, and organizational platforms.
- Provide support as it relates to planning and operations management (scheduling, travel coordination, expense tracking and reporting)
- Other duties as assigned

Event Coordinator

- Establishing and maintaining relationships with vendors and venues



- Planning event details to include travel, accommodations, venue details, registrations, guest lists and invitations.
- Creating reliable financial reports and processing contracts and payments on time
- Planning for potential scenarios that could impact the integrity of the event
- Maintaining a working knowledge of the complex needs of a wide variety of events

Qualifications / Skills:

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and background to this position, lending his/her/their flair to the trajectory of Azul. We welcome diverse experiences and perspectives in our applicant pool, and will be looking for candidates who possess many, but not necessarily all, of the following qualifications and experience:

- 1-3 years' experience in an administrative role.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent communication and listening skills.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response
- Strong computer proficiency.
- Experience with inventory management, database, or similar software is beneficial.
- Excellent writing/editing and verbal communication skills.
- Demonstrated proactive approaches to problem-solving
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Willingness to learn new technologies, tactics, and strategies
- Commitment to equity and inclusion as an organizational practice and culture.
- Ability and willingness to travel for staff retreats, meetings and professional development opportunities.

Salary and benefits:

Multiplier provides a comprehensive compensation package, including a competitive salary (\$65,000), excellent medical and dental benefits, retirement savings, and generous vacation and sick leave policy.

How to apply:

Applications will be accepted until the position is filled. Send us your résumé, cover letter, and pay requirements to jobs@azul.org with "Azul Operations Associate" in the subject line with a brief note in the email explaining why you are interested in this position, describing your relevant experience and qualifications. We respectfully request no follow-up calls or emails.

EEO statement:

Multiplier and Azul celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and Azul are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and Azul prohibit discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit based factor.