



**OUT MetroWest Job Posting
Operations Assistant
Part-Time, Temporary (15-20 hours)**

Contact: Whitney Retallic (she/her), Executive Director

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Mission: OUT MetroWest builds communities where LGBTQ+ youth thrive.

Organization Values:

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

Position Details:

The Operations Assistant will conduct many of the administrative processes that help OUT MetroWest achieve its mission. This temporary position will be for up to one year with the possibility of renewal. Minimum expectation is a six-month commitment. Preference for candidates who can start immediately.

Reporting to the Executive Director, this part-time (15-20 hours) professional will maintain or update many of the organization's data management systems, assist with our regular financial processes, and oversee special projects that allow the operations of the organization to run smoothly. The Operations Assistant will collaborate regularly with other OUT MetroWest staff as the manager of both incoming and outgoing information.

We are currently working in a hybrid capacity. Many responsibilities of this position can be conducted remotely, but the Operations Assistant should expect to work in the office at least one day each week. This position requires operating computer and office equipment and *may* involve lifting and pushing up to 20 pounds (accommodations available).

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History - OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice - OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

Primary Responsibilities:

- Conduct basic bookkeeping functions and regular data entry related to day-to-day business operations
- Collect timesheets and process payroll for staff (including Adult Advisors and Youth Peer Leaders)
- Process accounts payable and accounts receivable (paying vendors and sending invoices)
- Facilitate monthly categorization of organizational expenses
- Assist with tracking of restricted grant expenditures and gathering of data for grant applications and reports
- Manage volunteer sign-ups and coordinate volunteer projects related to the organization's operations
- Process required paperwork for new employees and volunteers (including CORI and SORI checks).
- Oversee management of office equipment and supplies, including ordering and storage.
- Maintain participant database (potential for implementing new platform to track youth participation).
- If successful candidate has a driver's license and consistent access to a vehicle, responsibilities may include drop-off and pick-up at post office, picking up and delivering supplies, or other errands that require vehicular transportation.
- This job will be closer to 20 hours per week if the person is interested in also doing database entry, clean-up, and reporting in our donor management database (Little Green Light).
- Other tasks as requested.

You are a good fit for the position if many of the following are true about you:

- Detail-oriented with good organizational skills (REQUIRED)
- Knowledge of and/or experience with basic bookkeeping functions
- Ability to multitask and set priorities; deadline-driven with proven ability to follow through
- Excellent communication skills and emotional maturity
- Ability to problem-solve
- Comfortable with both collaborative and independent work
- Experience handling confidential/sensitive information
- Experience with G Suite (Google) programs (docs, sheets, etc.), databases, QuickBooks On-line, donor management software (we use Little Green Light), AND/OR an ability and willingness to learn and navigate new software
- Competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest's value of challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work

Must have satisfactory SORI and MA State CORI background checks.

Compensation:

Salary: \$24-26/hour (higher end of range for direct experience with bookkeeping and/or development database management)

Professional development budget (\$500), and paid time off (including health, vacation, personal, and organizational holidays, including a paid office closure the first week of July).

To Apply:

Please complete the application form at <https://tinyurl.com/workatoutmetrowest> (select "Operations Assistant" in the drop-down menu). Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.

Search Timeline (subject to change):

- Interviews to begin immediately. Offer to be extended as soon as possible. If interested, please apply soon.
- Preference for January 3 or sooner start date.

Please contact Whitney Retallic (she/her), at whitney.retallic@outmetrowest.org, with any questions. No need for formality, please address your message to "Whitney"!