



## **Operations Associate Position Description**

The Clooney Foundation for Justice (CFJ) is seeking an exceptionally organized, detail-oriented, and passionate problem-solver to serve as CFJ's Operations Associate. The incumbent should be someone with a deep interest in our mission and willing to contribute to our work across the board.

### **The incumbent's specific responsibilities will include:**

- Intensive logistical work related to operationalizing CFJ's global TrialWatch program.
- Conducting and presenting research on a variety of both programmatic and operations-related topics.
- Completing a broad variety of administrative tasks for CFJ team, including managing an active calendar of appointments; composing and preparing correspondence that is sometimes confidential; and arranging complex and detailed travel itineraries.
- Supporting the planning and execution of CFJ events/activities.
- Compiling meeting materials.
- Assisting the Director of Operations with financial matters, such as completing expense reports and tax and audit preparation.
- Providing administrative support to CFJ senior staff.
- Undertaking other duties as assigned to support CFJ's programmatic objectives and overall mission.

### **Required Skills/Experience:**

- Bachelor's Degree
- A minimum of 2 years of work experience
- Previous administrative/operations experience
- Outstanding written and oral communications skills
- Self-starter with demonstrated ability to deliver under time constraints or other pressures
- Ability to think outside of the box and devise innovative solutions to problems
- Willingness to contribute across the board as an integral member of a small team

### **Preferred Skills/Qualifications:**

- Previous experience working in non-profits
- Previous experience working in the human rights/advocacy space

Salary and benefits will be competitive with other non-profit organizations in New York City.

Please submit a resume, cover letter, and list of at least three references to [employment@cfj.org](mailto:employment@cfj.org).