



## **FAIRFIELD COUNTY'S COMMUNITY FOUNDATION Position Description**

**Title: Operations Associate (Non-exempt)**  
**Reports to: Human Resources Manager**

**Position overview:** The Operations Associate assists the VP, Operations, Human Resources Manager and Foundation departments with various projects and administrative support.

### **Responsibilities:**

#### *Operations*

- Administrative support for VP, Operations
- Support preparation for Governance committee and Board of Director's meetings
- Support preparation for Leadership Team and All staff meetings, including agenda development, note-taking and communication
- Support for ongoing Diversity, Equity and Inclusion initiatives
- Support improvements to the Foundation's electronic document management

#### *Human Resources*

- Assists in annual staff engagement survey
- Assists in determining employee benefit practices by benchmarking best practices; researching industry and employment trends
- Assists in the optimization of onboarding and off boarding of employees
- Assist with planning and logistical support for professional development opportunities for Community Foundation staff
- Performs special project work for Human Resources Manager as required

#### *Overall Foundation*

- Provides organization-wide administrative support to departments when needed during high volume times
- Assist with special project work across the organization as required

### **Qualifications**

- Bachelor's degree or related experience; an interest and/or experience in nonprofit, community-based organizations a plus.
- Self-starter
- Commitment to providing high quality service to colleagues, donors, volunteers and grantees.
- Strong interpersonal, verbal and written communication skills.
- Excellent attention to detail.

- Strong computer skills including ability to work or learn to work in a Mac environment, proficient in Outlook, Word, Excel and PowerPoint.
- Strong organizational and multi-tasking ability
- Desire to work in a team-based, collegial, hands-on environment.

*The Fairfield County Community Foundation seeks to establish and maintain diversity among its staff and is inclusive in its employment practices.*