

Operations and Office Administrator

The Operations and Office Administrator serves as the organizational backbone of the Civic Federation, ensuring the organization's financial, administrative, governance, and operational systems function efficiently and effectively. Reporting to the Chief of Staff, this position plays a central role in supporting the day-to-day operations of the organization while enabling staff across research, programming, development, and leadership to focus on advancing the Civic Federation's mission.

This is an ideal opportunity for an organized, proactive professional who enjoys wearing many hats and wants to gain broad experience in nonprofit management. The position offers exposure to nearly every aspect of organizational operations—from finance and human resources to executive support, governance, and office management—and provides the opportunity to build systems that strengthen the organization's effectiveness. While the role includes responsibility for day-to-day financial administration and HR processes, it is supported by an external accounting partner and Professional Employer Organization (PEO), making it an excellent opportunity for someone who enjoys operations and administration without needing to be a specialist in accounting or human resources.

Responsibilities

Operations & Office Management

- Manage the day-to-day operations of the Civic Federation office, including vendor relationships, building coordination, supplies, technology, and subscriptions.
- Administer the organizational calendar, general email account, and other administrative systems.
- Provide administrative support to staff and help maintain efficient office systems and processes.

Finance & Accounting Administration

- Administer day-to-day financial administration, including tracking invoices, processing payments, preparing deposits, and maintaining financial records.
- Enter financial data into MIP Cloud Accounting and assist with monthly close activities.
- Monitor expenses, support cash flow and financial reporting, and coordinate with the organization's external accountant.
- Assist with preparation for the annual financial audit.

Human Resources Administration

- Serve as the day-to-day liaison with the organization's Professional Employer Organization (PEO).
- Administer payroll, onboarding and offboarding, benefits administration, and employee records.
- Support HR compliance and administrative processes in partnership with the Chief of Staff and President.

Operations and Office Administrator

Executive & Cross-Functional Support

- Provide administrative support to the leadership team as requested, including scheduling, calendar management, and meeting preparation.
- Support Board and committee operations by coordinating scheduling, logistics, materials, and governance records.
- Collaborate across departments to support the organization's daily administrative needs.
- Identify opportunities to improve administrative processes and organizational efficiency.
- Perform other operational and administrative duties as assigned.

Qualifications

Required

- Bachelor's degree or equivalent professional experience.
- Three to five years of experience in operations, administration, nonprofit management, business administration, or a related field.
- Exceptional organizational and project management skills with strong attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities, work independently, and adapt to changing organizational needs.
- High level of professionalism, discretion, and ability to manage confidential information.
- Strong proficiency with Microsoft Office 365 and cloud-based software platforms.

Preferred

- Experience working in a nonprofit organization.
- Familiarity with accounting software.
- Experience administering payroll, working with HR systems, or a Professional Employer Organization (PEO).
- Experience supporting executive leadership, Boards of Directors, or governance processes.

Compensation & Benefits

Salary Range: \$65,000–\$70,000 annually.

The Civic Federation offers a competitive benefits package designed to support employee well-being and work-life balance, including:

- 20 days of paid time off annually, plus paid holidays and personal days.
- Comprehensive health and dental insurance.

Operations and Office Administrator

- Retirement savings opportunities and other employee benefits through our Professional Employer Organization (PEO).
- A collaborative, mission-driven workplace committed to professional growth and learning.
- A hybrid work environment. Staff typically work in the office four days per week, with flexibility as organizational and personal needs allow.

To Apply

Please submit a resume, cover letter, and three references with the subject line referencing the position. Applications will be reviewed on a rolling basis. Send applications to hr@civicfed.org (no phone calls please).