



Operations Associate Job Description

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Please read the Job Description below before submitting your application.

Overview

Job Title:	Operations Associate
Salary:	\$58,760 to \$61,588 per year
Position Type:	Entry level- Full-time, hybrid (<i>Work in office three days per week</i>)
Where:	Philadelphia, PA
Reports to:	Operations Manager
Benefits	Medical benefits included. See “Benefits” for more.
Application:	Apply Here!

Questions? Email info@blackworkers215.org

About Philly Black Worker Project

The Philly Black Worker Project (BWP) is a Black-led, Black-run organizing vehicle with the mission to:

1. Lead and engage in campaigns that empower Black workers to advance our rights and improve job quality in key employment sectors.
2. Educate and agitate workers about the impacts of low-wage work and unemployment on Black communities.
3. Prevent all forms of discrimination against Black workers and support them in overcoming barriers in their search for high-quality employment.

We believe every worker deserves respect, dignity, and fairness, regardless of race, ethnicity, gender, sexual orientation, justice-impacted status, or economic background.

Watch us work here → [@phillyblackworkers!](#)



The Role: Operations Associate

The **Operations Associate** plays a key role in helping the **Philly Black Worker Project** stay organized, connected, and prepared to carry out its mission. Reporting to the Operations Manager, this position supports the day-to-day operations, development administration, and internal coordination that help the organization work effectively today while supporting its long-term sustainability.

As a member of a small and deeply collaborative team, the Operations Associate will work across the organization to ensure our staff have the information, resources, and operational support needed to do their best work. This role is ideal for someone who enjoys creating order, strengthening processes, and helping teams work together more effectively while growing their skills in operations and organizational leadership.

Requirements

We recognize that candidates may not meet every qualification listed below. If you're excited about this role and believe your experience aligns with our mission and the work described, we encourage you to apply.

- Deep commitment to racial, social, and economic justice and a willingness to work collaboratively with people of diverse backgrounds, identities, and lived experiences.
- 1-3 years of experience in operations, administration, project coordination, nonprofit operations, development operations, or a related field.
- Strong organizational, communication, and time-management skills, with the ability to manage multiple priorities and keep work organized.
- Ability to work independently, collaborate effectively with others, and follow through on responsibilities.
- Experience using workplace technology, with the ability and curiosity to quickly learn new software and technology platforms.
- Experience maintaining accurate and up-to-date organizational records, databases, and shared documentation.
- Familiarity with or supporting grant administration, fundraising activities, or development operations is preferred.



What We're Looking For:

- **Passion for Social Justice:** You believe in the mission of the Philly Black Worker Project and understand that strong internal systems are essential to meaningful organizing and movement-building.
- **Thoughtful:** You notice the small things because you understand they often have a big impact. Whether managing data or improving a process, you think carefully about both the quality of your work and the people it supports.
- **Collaborative:** You communicate openly, follow through on commitments, and enjoy working toward shared goals. You understand that trust is built through consistency, accountability, and supporting the team when it matters most.
- **People-Centered:** You understand that the best systems make work more effective, collaborative, and accessible for the people who use them. You approach your work with empathy, respect, and an awareness of how operational decisions affect staff, members, partners, and the broader community.
- **Curious and Proactive:** You take initiative, ask thoughtful questions, and look for opportunities to improve how work gets done. Rather than simply completing tasks, you enjoy learning, contributing ideas, and helping strengthen the organization's systems over time.

Responsibilities

Organizational Operations & Coordination

Support the day-to-day operations that help the Philly Black Worker Project stay organized, prepared, and moving forward.

- Maintain the organization's key planning and coordination systems, including Asana, Google Workspace, shared calendars, trackers, and related tools that support team visibility, coordination, and accountability.
- Coordinate the logistical needs of staff trainings, meetings, retreats, membership events, office operations, and other organizational activities to ensure staff have the information, materials, and support they need to be successful.



- Manage the day-to-day operational needs of the organization, including staff requests, office operations, vendor coordination, purchasing, and other administrative support that keeps work moving forward.
- Maintain accurate operational, financial, and administrative records that keep organizational information organized, accessible, and reliable across the team.
- Maintain accurate financial and compliance documentation, including invoices, contracts, reports, and regulatory filings that support budgeting, audits, compliance, and year-end operational activities.
- Support clear and consistent operational communication by coordinating updates, follow-up, and information sharing across the organization.

Development Operations & Grant Administration

Support the operational systems that keep the organization's grant administration and development work organized and on track.

- Maintain the organization's grants calendar and monitor proposal, reporting, and compliance deadlines.
- Maintain accurate donor, funder, grant, and prospect records within the organization's CRM and development systems.
- Maintain organized and accurate grant and development documentation that supports proposal development, reporting, tracking, and organizational planning.
- Coordinate the operational logistics that support fundraising events, conferences, funding opportunities, and other development-related activities.

Systems Improvement & Coordination

Support the ongoing improvement of organizational systems, documentation, and team practices through thoughtful coordination, collaboration, and continuous learning.

- Maintain and improve standard operating procedures, templates, organizational guides, and other documentation to reflect current team practices and organizational systems.
- Ensure organizational information remains organized, current, accessible, and easy for staff to locate and use.
- Support the implementation and adoption of new systems, technology, and operational improvements by helping coordinate documentation, communication, training, and team transition.
- Partner with the Operations Manager to identify opportunities to improve systems, documentation, and team coordination.



- Participate in team planning, learning, and organizational reflection while contributing ideas that strengthen organizational systems and internal coordination.

Core Competencies

- Ability to manage multiple priorities with strong attention to detail
- Ability to communicate effectively and work collaboratively across the organization
- Ability to coordinate projects and maintain effective organizational systems
- Ability to identify challenges and develop practical solutions
- Ability to build collaborative relationships with a diverse set of people
- Curiosity, creativity, and adaptability

Compensation and Benefits

- Compensation and Benefits- The annual salary range for this position is \$58,760 to \$61,588 /per year, which will be paid on the 15th and last day of the month via GUSTO.
- Employees receive health, dental, and life insurance after the completion of 30 days of continuous employment.
- Sick Leave (10 days per calendar year)
- Personal Leave (8 days per calendar year) Vacation (15 days during the first year of employment)
- Holidays (with organizational breaks - One week in July and Org Closes in Mid December through the New Year)
- Other Benefits- A 401 K Retirement Plan, up to \$2,000 annually for professional development activities and \$50 per pay check cell phone reimbursement.

Application Process

Our application process will close on August 27, 2026.

Stage 1: Initial Application: Complete the application here,

Stage 2: Phone Screening: Interview Invitation



Stage 3: Interview

- The interview will take place for 60 minutes with Carrie Sampson (Operations Manager) and a BWP Staff person.

Stage 4: Performance Tasks & Final Interview

- If you make it to this stage, you will be asked to prepare for a 90-minute final interview that will assess your performance in tasks that will be required of you in the full-time role. This interview will include a staff person, advisory board member and executive director.

Stage 5: Reference Checks

- The application process will require three professional references, including at least one person you've reported to directly. If you are selected to move to the next stage, we will notify you and reach out to your references.
- Reference checks will be 20-minute calls.

Equal Employment Opportunity

The Philly Black Worker Project is a fiscally sponsored project of Restaurant Opportunities Center Inc. The Philly Black Worker Project is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, disability, military status, genetic information, sexual orientation, or any other legally recognized protected basis under federal, state, or local law.