

Operations Associate

Location: Boston - Hybrid

Reports to: Deputy Director

Hours: Full-time

Compensation: \$75,000

Benefits: Health, Dental, and Vision insurance, Responsible Time Off Policy, and Professional Development support, Retirement Plan with 4% Match

About Boston Ujima Project

The Boston Ujima Project, Inc. is a Black-led, democratic, member-run organization building a cooperative economy rooted in solidarity, culture, and justice. We bring together neighbors, workers, small business owners, investors, grassroots organizers, and artists to return wealth and decision-making power to working-class communities of color in Boston. Our vision is bold: a thriving community-controlled economy that puts people and care at the center.

About the Role

The Operations Associate is a key member of Ujima's Operations team, ensuring that our staff, fellows, and partners have the support and structure they need to thrive. This role is ideal for someone who is highly organized, people-centered, self-motivated and excited by the challenge of strengthening the behind-the-scenes systems that make transformative work possible.

You'll help lead and shape the daily operations of the organization, co-create a culture of care, and ensure smooth coordination across teams. From HR to IT, organizational culture to team operations, you'll play a vital role in building a resilient, joyful, and collaborative workplace.

What You'll Do

Operations Management

- Create, maintain, execute and update internal documentation of operational processes and workflows.
- Identify opportunities to improve processes, efficiency, and communication.
- Maintain organizational inventory of tools and supplies; restock items on an ongoing basis

- Co-facilitate operations/Space team meetings and ensure priorities are clear and deadlines are met.
- Collaborate with external IT partners as needed for upgrades and organizational maintenance.
- Ensure smooth user access, data security, and compliance across all systems.
- Troubleshoot and manage office technology, software tools, and organizational platforms.
- Coordinate organizational mailings and manage mailboxes
- Manage organizational calendars
- Manage the team office space

Organizational Development

- Support the implementation of Ujima's *Culture of Care* practices across the organization.
- Contribute to building an inclusive and supportive work environment where all staff can thrive.

Human Resources

- Oversee onboarding and offboarding for staff, interns, and fellows.
- Maintain accurate personnel records and support benefits administration.
- Co-plan and coordinate professional development and training opportunities for staff.

Event Coordination

- Coordinate logistics for retreats, staff meetings, and culture-building events that foster collaboration and creativity.
- IT management and coordination for Ujima events
- Coordinate post event wrap up

Cross-Team Operations

- Act as a bridge between Operations and other teams to streamline workflows.

Member Organizing

- Support collective member organizing efforts to sustain Ujima's thriving ecosystem

Qualifications

Required:

- 2+ years of experience in operations, administration, or logistics.
 - Excellent written and verbal communication skills.
 - Strong organizational systems with the ability to manage multiple priorities.
 - Commitment to working with integrity
 - Proficiency with tools like Google Suite, CRMs, Slack and Zoom
 - Deep alignment with Ujima's values and mission.
-

Why Join Us

At Ujima, we believe in building not just an economy, but also a workplace grounded in care, justice, and collaboration. As Operations Associate, you'll be joining a passionate, creative team dedicated to reshaping how communities own and share power. You'll also have the opportunity to grow your skills, take on leadership, and help co-create a model for democratic, values-driven organizations.

How to Apply

Please email your **resume** and a **short cover letter** to info@ujimaboston.com.

Application deadline: **November 30, 2025**