



# Freedom Network USA

## Operations Assistant

**Application Deadline:** August 20, 2018 or until filled

**Location:** Washington, D.C.

**Mission:** The Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity.

**Position Summary:** The Operations Assistant will provide administrative support, including processing and recording financial transactions, organizing and archiving organizational records, and providing programmatic support. This full-time position reports to the Executive Director and has opportunities for growth. FNUSA is currently a team of 4 with a very collaborative and interactive culture.

### Essential Job Functions:

#### Financial

- ✓ Receive and process financial transactions, including invoices, debit card purchases, and deposits, including proper accounting codes and preparation of all related documentation.
- ✓ Prepare and send annual invoices for membership dues.
- ✓ Receive and prepare timesheets and reimbursement requests for final approval.
- ✓ Assist with review and dissemination of financial reports.

#### Administrative Support

- ✓ Support FNUSA committees and the FNUSA Board of Directors by scheduling meetings, gathering and disseminating materials, taking minutes, and archiving all related materials.
- ✓ Ensure all organizational documents are properly filed, including press inquiries and coverage, reports, policy letters, and factsheets.
- ✓ Assist with logistics for organizational events and trainings, including the annual conference.

### Required Experience and Skills:

- ✓ Strong organizational skills.
- ✓ 2 years of relevant office experience preferred.
- ✓ A commitment to human rights and survivor empowerment.
- ✓ A sense of humor and collaborative spirit.

**Compensation:** Salary range is \$35,000 to \$40,000, depending on experience, plus benefits including medical, dental, vision, and retirement plan.

**How to Apply:** Email your **resume** and **cover letter** to [info@freedomnetworkusa.org](mailto:info@freedomnetworkusa.org) with *Operations Assistant* in the Subject Line.

*Freedom Network USA is an equal opportunity employer. FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, or the presence of any sensory, mental or physical disability in employment.*