DEPUTY DIRECTOR OF OPERATIONS
Girls for Gender Equity

The Details
Location: Brooklyn, NY (hybrid)
Start Date: January 3, 2023
Salary Range: $85,000 + Benefits
Reports To: Director of Operations

The Opportunity
GGE is seeking a full-time Deputy Director of Operations. This position’s primary responsibility is ensuring organizational effectiveness by coordinating a variety of the organization’s administrative functions. This role will work with the Chief Operating Officer, Director of Operations, and Director of People Operations to increase GGE’s capacity to fulfill its mission and manage its operations efficiently.

Your Day-to-Day

40% - General Operations and Office Management
- Coordinate office operations and procedures and relay information to GGE team members;
- Anticipate, maintain and replenish office supplies and inventory;
- Serve as liaison with all operations-focused external vendors, building management and contractors;
- Coordinate general repairs and maintenance of equipment and appliances;
- Support maintenance of office calendar and multiple team calendars.

30% - Organizational Development and Human Resources
- Support implementation of employee policies and procedures, including onboarding and offboarding procedures;
- Maintain physical and electronic filing systems;
- Support tracking of vacation, sick, and personal days;
- Send weekly office memos and updates to staff;
- Support accurate and timely compliance with city, state, and federal non-profit regulations.

15% - Digital & Premise Security, and Technology
- Maintain alarm log for office security system;
- Complete incident reports, as needed;
- Supervise external IT consultants during on-site visits.

15% - Programs and Team Support
- Assist Programs staff and other teams with event planning and meeting setup, as needed.
The Skills You’ll Need

Success in the Deputy Director of Operations role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Committed to advancing GGE’s mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement vision, think strategically, exercise good judgment, and be responsive to change;
- Initiative-taker with a strong work ethic and efficient, results-oriented approach;
- High level of self-awareness and ability to give and receive feedback well;
- Detail-oriented project manager who can take ownership of processes and projects;
- Stellar communication skills;
- Flexible, able to shift priorities and maintain a sense of perspective;
- Strategic and results-oriented collaboration with executive team;
- Familiarity, comfort, and ability to thrive within a small, dynamic team environment;
- Competence working within/with organizations supporting the advancement of cis and trans girls and women of color, gender nonconforming youth, and LGBTQI youth in a social justice context.

The People

In this role you will report to the Director of Operations. The Deputy Director of Operations also communicates frequently with other members of the Operations Team, the Executive and Leadership Teams, as well as the Programs and Campaigns Teams.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color.

GGE’s work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equally supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

The Next Steps

If you are interested in this role, please send a cover letter and resume to JazzHR using this link. Applications will be reviewed on a rolling basis, with a preferred start date January 3, 2023.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit
history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.