



Operations Assistant Job Description

Employment Type: Full-Time (40 hours per week)

Work Hours: Two schedules are offered; 9 am to 5 pm Pacific Time **or** 9 am to 5 pm Eastern Time

Salary: \$23.00 per hour

Location: Remote

Benefits: Full

Company Description

Adasina Social Capital is a public equities impact asset manager with global social justice investing strategies. Adasina's commitment to social justice movements centers the communities most impacted by injustice, as we leverage our portfolio investments to advance racial, gender, economic, and climate justice at the scale of the market. Our diverse team of people from non-traditional backgrounds works together with all of our stakeholders to align and mobilize investors for systemic change through industry campaigns and education.

Job Summary

The Operations Assistant will act as a key staff member of a financial firm focused on social justice. The role will support the Operations Team, which is responsible for managing Finance, Human Resources, Compliance, Legal, Client Services, Technology, and Business Systems for the firm as a whole. The role is responsible for the organization and execution of administrative and operational tasks, ensuring the team operates seamlessly, and will report to the Operations Specialist (OS). The Operations Assistant will act as the main administrator for the Chief Operations Officer, Divisional Director (DD) and the OS; this position will work to ensure the integrity and implementation of tasks in accordance with all applicable laws, regulations, and corporate procedures and processes.

Details of Role

ADMINISTRATIVE SUPPORT (40%)

- Maintain detailed timelines for multiple overlapping projects and perform follow-ups.
- Create agendas, prepare and transcribe meeting notes, debrief from notes to follow-up on deliverables, and perform follow-up action items for internal and vendor meetings.
- Proofread and professionally format documents and presentations within Google Workspace.
- Maintain thoughtful and consistent file organization within Google Workspace.
- Support the Technology Team in providing ongoing basic technology support to staff and serve as a resource for technology questions.
- Make and manage travel arrangements for team members firm-wide.



- Work closely with and support the OS to facilitate smooth operations, including assistance with tasks related to achieving the team's strategic goals.
- Serve as an administrative and communications conduit between the Operations Team and other internal Firm groups.

EMAIL & CALENDAR MANAGEMENT (40%)

- Actively manage high-volume email inbox for the COO & DD; prioritizing, sorting, and identifying high-importance incoming messages and draft responses to incoming communication based on timeliness and issue sensitivity.
- Actively managing the DDs' and the team calendars, and also providing support to the CEO's Office.

OPERATIONS SUPPORT (30%)

- Under the supervision of the OS, carry out day-to-day financial administration, which includes:
 - Manage receipts and expenses meticulously for internal filings and employee reimbursements.
 - Set up new vendor files and maintain W-9 vendor information.
 - Facilitate the creation of financial reports that adhere to specific grant requirements and applications.
- Under the supervision of the OS, carry out day-to-day Compliance administration, which includes:
 - Generate, review, and store Compliance reports.
 - Support the Compliance Team in recurring procedures.
 - Support the Client Services Team in reporting and organizational tasks.

Requirements

- Demonstrated interest in compliance and operations.
- High School Diploma required; some college preferred.
- 1-2 years of relevant experience in a related field or role.
- Google Workspace experience and exceptional proficiency.
- Experience with Monday.com or similar project management Work Operating Systems.
- Exceptional skill in drafting emails and managing high-volume inboxes.
- Stellar written and verbal communication skills.
- Ability to maintain strict confidentiality when handling sensitive information within all Operations teams.
- Ability to work with a diverse range of staff, partners, and vendors.
- Strong organizational skills and time management abilities; capacity to prioritize competing responsibilities.
- High attention to detail and consistent commitment to accuracy.
- Willingness to learn new skills and systems and collaborate in other areas as needed.

Preferred Qualifications

- Expertise with Expensify and Bill.com, or similar systems.
- A basic understanding of accounting principles.
- Experience developing and managing relationships with diverse groups of people in a remote work environment.
- A basic understanding of investing is useful but not required.

How to Apply



To apply, please submit your resume and a cover letter explaining your qualifications and why you are interested in the position to apply@adasina.com in PDF format. Please ensure the subject line of your email reads "Application for OA_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled. Interviews will be scheduled in January 2024. The anticipated start date for the role is February 15, 2025.

Adasina is committed to creating and maintaining a diverse workplace that reflects our progressive values and the communities for which we seek justice. Women, BIPOC, and LGBTQ+ candidates are strongly encouraged to apply. Investment management and financial services are a highly regulated industry, therefore all applicants must respect confidentiality, adhere to the firm's Privacy Policies and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider for employment qualified applicants with arrest and conviction records.