



Operations Associate

[American Oversight](#)

Washington - DC (United States)

Job

Location: Washington, DC

Type: Full Time

Min. Experience: Entry Level

American Oversight is looking for a collaborative and organized operations associate to support the people and organization shining a light on government misconduct and threats to democracy. We're a nonpartisan, nonprofit watchdog that uses targeted public records requests and litigation to uncover evidence of corruption, abuse of power, or conflicts of interest.

We leverage our open records expertise to act where corruption and government power overlap. From the federal Freedom of Information Act to state transparency laws, we use carefully crafted records requests to extract information from the government. When the government fails to respond as required by law, our team litigates to enforce the public's right to hold our leaders accountable. American Oversight has obtained and published more than one million pages of emails, memos, calendars, text messages, and other records — ensuring accountability, exposing misconduct, and often driving significant corrective action — at all levels of government.

The operations associate will support the American Oversight team by managing a welcoming and inclusive workplace, providing critical administrative support, and administering the tools and technology that ensure our staff can work, communicate, and collaborate effectively. By administering technology, financial processes, operations and workforce engagement, the operations associate will ensure an engaging experience for our remote and DC-based team members. This role will help American Oversight achieve our mission and connect our staff by implementing operations and innovating for better outcomes.

Since this position manages our downtown D.C. office, candidates should be based in the Washington, DC area and able to work in our office multiple days per week.

JOB RESPONSIBILITIES

Specific tasks will shift day by day with our work, but in a typical week, you will:

- Help ensure American Oversight's financial health by carefully administering financial processes. Track and process receipts, reimbursements, invoices, and vendor payments and review monthly budgets expenditures.
- Build a collaborative workplace culture by creating a people-focused hybrid workplace - a physical office space that is welcoming and valuable to staff, and a virtual community that connects us all.
- Serve as our primary technology point person. Track hardware and software needs. Ensure employees are implementing safe technology practices. Research and respond to changing technology needs.
- Liaise with, evaluate, and manage American Oversight's financial, technology, and office-related vendors.
- Support talent operations including job postings, internship hiring, and recruiting practices.
- Own new employee onboarding, ensuring team members have the tools, technology, connections, and knowledge to be successful in their roles from day one. Create a warm welcome for every employee.
- Plan and help execute staff meetings, gatherings and training.

QUALIFICATIONS

- People orientation: Listens to, understands, and can meet or exceed expectations of others.
- Comfortable with technology: Easily adapts and trains others on new technology. Utilizes technology to increase efficiencies, solve problems and organize information.
- Rigorous attention to detail and data: Sets high standards for executing processes and procedures. Comfortable entering, reporting and managing basic financial data.
- Accountable: Accepts responsibility for tasks, projects, and outcomes and takes ownership of them.
- Organization: Assemble information and objects in a systematic way that allows quick and easy access.
- Interpersonal skills: Can easily develop productive, respectful, and collaborative relationships with others. Able to facilitate experiences and foster community to help others connect.

ADDITIONAL INFORMATION

American Oversight is proudly an equal opportunity employer and is committed to building a diverse team. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications listed. We are dedicated to finding the best candidate for the job. Our hiring process is centered on assessing candidates with diverse lived experiences. We would encourage you to apply, even if you don't believe you meet every one of the qualifications listed. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, please contact us to discuss your application.

- The salary range for this position is \$50,000 to \$55,000, commensurate with experience. Generous and comprehensive benefits package.
- American Oversight is a nonpartisan, nonprofit 501(c)(3) organization.
- This role requires ongoing and regular work from our downtown D.C. office. Candidates should be based in Washington, DC and able to work in our office multiple days per week in line with COVID safety protocols. Partial work from home may be allowed in this role.

To Apply: Visit <https://www.americanoversight.org/careers-2> and scroll to find "Operations Associate"