



Job Description: Part-Time Hub Operations Associate

Overview: Not For Sale and its sister organization Just Business are seeking an Operations Associate to join our small, dynamic team. Working closely with the Chief Operating Officer and our CEOs, the ideal candidate desires to see strategy in action and can execute independently and effectively. Key Performance Metrics will include:

- Successful maintenance and occupancy of our co-working space, the Invention Hub
- Logistical support and administrative assistance to the Operations Department

This is a part-time position, 20 hours/week.

Role + Responsibilities:

- o Management of the Invention Hub Co-Working Space, including:
 - o Acquisition of new tenants, including prospective tenant communications and tours
 - o Onboarding and offboarding tenants
 - o Monthly tenant rent collection through automated system, maintenance of system, and tenant interfacing and assistance in person and by email
 - o Handling all billing and reimbursements, and accounting
 - o Maintenance of physical space, including taking out and bringing in trash bins, creating security badges for tenants, organization of desk layout, light cleaning, stocking cafe and ordering supplies, sorting mail
- o Managing daily tasks to ensure the Invention Hub runs smoothly, jumping in “where needed”
- o Research on new platforms, tools, market analysis, etc. where needed
- o Maintenance of financial systems and financial reporting
- o Operations support, including operations platforms, scheduling, and logistics
- o Process, record, and pay invoices, bills, and other transactions
- o Record fiscal transactions, balancing and reconciling accounts

Qualifications:

- Ability to communicate effectively and professionally
- Excellent reporting and analytical skills
- Proven track record of relationship management
- Organized, with an ability to work independently
- Bachelor’s Degree preferred
- Excellent customer service

Skills & Dispositions:

- You are passionate about the mission of Not For Sale and aspire to create global change.
- You are a strong listener with a desire to learn and grow.
- You are able to operate at both strategic and action-oriented levels.
- You can perform and prioritize multiple tasks in fast-changing circumstances.
- You are able to work both independently and collaboratively in a small team.
- You are self-motivated to improve your work and create new paths within your role.
- You are humble and eager to be part of a team, which means wearing many hats and jumping in where needed. Flexibility and excitement are key!

To Apply: Please submit a resume and cover letter to Terra Judge at terra@notforsalecampaign.org. Writing sample and references welcome.

About Not For Sale: Not For Sale is an international 501(c)(3) non-profit organization based out of San Francisco, California that works to protect people and communities around the world from human trafficking and modern-day slavery. The organization equips and empowers survivors of human trafficking and those at risk of exploitation by providing shelter, healthcare, and legal services; education, job-, and life-skills training; and partners with leading companies and organizations to create long-term employment opportunities for survivors and at-risk communities.