



## GROUNDWORK PROJECT

**Title:** Operations Coordinator

**Supervised by:** Operations Director

**Status:** The position is full-time, non-exempt, salaried.

**Compensation:** \$60,000 - 70,000, with competitive benefits package

**Benefits:** Benefits package includes 100% employer paid health insurance plus 50% for dependents/families, a 3% employer retirement match, 3 weeks vacation, 15 holidays, generous sick time, and a commitment to professional development

**Location:** Remote position, with occasional in person travel

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### ***Groundwork Project***

Groundwork Project LLC is co-founded by Prentis Hemphill and Kasha Ho. Groundwork Project (GP) oversees the programmatic work of [The Embodiment Institute](#) (TEI), a fiscally sponsored project of NEO Philanthropy. TEI emerges out of the long-term somatic teaching and on the ground healing justice work of its founder, Prentis Hemphill. TEI expands on that work to bring political and embodied emotional skills to our broader communities and to expand in our capacity and practice of just relationships.

The Embodiment Institute is a training institute, research entity, and culture change engine serving our embodied transformation. To that end, we offer tools and principles through which people can build and practice liberatory culture within their bodies, organizations, and networks. In addition to public trainings, we work with small to large-scale organizations on values definition, alignment, and conflict transformation and partner with collectives to build embodied emotional skills into their culture.

Healing should not leave us disengaged, but enlivened and connected. We are taking a multi-modality and multidisciplinary approach to popularizing and sharing the process and potential of healing. This includes producing social media campaigns, developing embodiment practitioners, offering in-person healing spaces, building an online community of practice, and producing media that intervenes in the current wellness paradigm to center politicized healing through embodiment.

### ***Position Description***

The Operations Coordinator supports daily operations at Groundwork Project to ensure the organization maintains flow, impact, and values-alignment while delivering upon its mission. This position will work closely with the Operations Director to ground the team in effective HR, finance, operations, admin, and community engagement

practices and systems. The Operations Coordinator joins a dynamic, motivated team of creative and embodied practitioners collaborating virtually across the country.

### ***Essential Job Functions***

#### *HR & Compliance:*

- Coordinates HR admin responsibilities, including communicating policy revisions, answering staff benefits queries, and preparing HR documents and reports
- Coordinates recruitment and onboarding of new staff
- Supports with employee state and federal business compliance for new hires and current staff
- Coordinates annual benefits renewals
- Ensures proper understanding and execution of all policies and procedures

#### *Finance:*

- Coordinates annual budget process and supports with monthly budget revisions and forecasting process
- Maintains client invoicing and vendor payment in Quickbooks and follows-up on outstanding receivables and pending payments
- Supports Operations Director with financial reporting, monitoring, and management
- Administers company travel & expense policy, ensuring accurate bookkeeping and reimbursements to staff
- Reconciles expense payments and liaises with accountant

#### *Admin:*

- Assists with clean-up & maintenance of CRM/ donor database
- Supports Development Manager in execution and promotion of fundraising campaigns through relationship management and communication tasks
- Coordinates staff event and retreat logistics, including planning, scheduling, travel accommodations, and follow-up
- Liaises with program team and land-base team to support operational logistics
- Provides excellent care in supporting online course and community practitioners with answers and solutions to their questions and concerns

#### *Operations:*

- Administers and supports collaboration for all technology, including GoogleApps, Monday.com, CRM/donor database, and cloud-based accounts
- Research and oversee implementation of new operations projects
- Monitor existing operations projects and provide project updates to leadership and staff
- Coordinate scheduling, logistics, set-up, and follow-up for operations projects

### **Qualities**

- Self-motivated, resourceful, creative, and demonstrates ownership and initiative
- Ability to provide consistent and thoughtful written and oral communication with diverse stakeholders
- Open to giving and receiving feedback and committed to practicing this regularly
- Able to identify needs proactively and motivation to pursue solutions
- Commitment to excellence, abundance, and quality
- Enjoys collaboration and being a part of a dynamic, highly impactful and integrated team
- Keen organization and prioritization skills, strategic thinking and emotional intelligence; strong ability to keep yourself and others organized and prioritize a high-volume of competing tasks
- Maintains flexibility and effectively manages ambiguity in a responsive work environment
- Curiosity and excitement to learn
- Commitment to personal embodiment practice
- Astute decision-making skills, proven ability to use foresight, nimbleness and strong judgment.
- Rooted in social justice, equity and a lived commitment to apply racial, gender and economic justice lenses in both personal and workplace context.

### **Qualifications**

- Three or more years of operations and/or HR experience
- Proven track record of building and maintaining effective and strategic communication with multiple stakeholders
- Process coordination skills: able to hold, deliver, and continuously improve upon multiple processes, making them more easeful, values-aligned, and impactful
- Project coordination skills: stays on top of multiple projects, plans backwards, anticipates obstacles, identifies and involves stakeholders appropriately, uses resources wisely
- Excellent organizational and communication skills and commitment to follow through
- Proficient in Gsuite, Zoom, Calendly, Excel, Slack, project management software (ie Monday.com)
- Preferred: experience in healing justice or social justice fields

**To apply: Complete [Application](#).** Include a resume, cover letter, and three references.

**Application deadline: Jan 2, 2023**

**Estimated start date: Feb 27, 2023**

[www.groundwork-project.com](http://www.groundwork-project.com)

*Groundwork Project is committed to cultivating a workplace where Black, Indigenous, People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks lead and thrive.*