



Operations & HR Administrative Specialist

The Opportunity:

As Global Village Project's first Operations & HR Specialist, you'll have the opportunity to help develop and expand people operations, knowledge management, and organizational systems. Reporting to the Director of Operations as a member of the Administrative Team, your impact on the organization will be wide-ranging: from researching best practices in DEI (diversity, equity, and inclusion) policies, to streamlining hiring and other personnel processes, to building out strong documentation and training programs for GVP's tech stack. You will become a go-to resource for the team, and in return we hope you will grow your understanding of how to create a more equitable, engaged, and efficient organization.

Responsibilities:

- Provide administrative support to the Director of Operations (DoO) in the areas of HR & people operations, finance, and school operations. Administrative tasks may include but are not limited to: front office coverage; answering phones; coordinating room reservations with our landlord (church); ordering lunch for staff/students; scheduling meetings; organizing office/supplies closets, etc.
- Support the DoO with the hiring and onboarding of new employees, interns, and volunteers in alignment with GVP's guiding principles of diversity, equity, and inclusion
- Research and recommend improvements across organizational processes, including data management, hiring & onboarding, employee engagement, workplace policies, etc.
- Serve as point-of-contact for vendors in the areas of IT support and purchasing, and help the DoO with invoicing and accounts payable
- Serve as a lead administrator GVP's tech stack, including Rippling HRIS and laptop inventory, helping staff in troubleshooting issues with technology or office equipment
- Maintain the GVP Internal Calendar and help communicate important dates and events across departments
- Demonstrate a high degree of confidentiality and discretion around financial and personnel data at all times
- Contribute to a culture that values community, collaboration, and lifelong learning

Qualifications:

To be successful in this role, you should be someone who loves the thrill of a well-organized and streamlined system; you should also be excited about building out robust, human-centered people operations. Qualifications and commitments that will help you thrive include:

- **Technological Savvy:** High comfort navigating a tech stack that will include Google Suite, Rippling, Salesforce, Jupiter Ed, Zapier, and similar workflow products.
- **Process-Oriented:** Orientation towards building and improving processes, infrastructure, and workflows.
- **Continual Improvement:** Self-motivated and proactive commitment to ongoing learning and improvement, both as an individual and as part of a whole staff team.
- **High Degree of Organization:** Demonstrated ability to keep track of details and manage parallel projects without anything falling through the cracks
- **People-first Approach:** Dedication to building a people operations program that centers and supports the needs of our employees while holding each other accountable to our culture agreements. HR experience is not required, but a bonus!
- **DEI Implementation:** Enthusiasm and experience integrating DEI into the infrastructure and culture of an organization - or excitement to grow in this arena.
- **Interpersonal Communication & Collaboration:** Strong written and verbal communication skills, with an emphasis on interpersonal skills and the ability to thrive in a highly collaborative organization.
- **Mission Alignment:** Passion for empowering and educating refugee young women who face structural barriers to their education.
- **Cultural Competency:** Proficiency working with multilingual, multicultural communities and a personal commitment to the principles of diversity, equity, and inclusion.
- Fluency in written and spoken English.

Benefits:

GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. Primary elements of the benefits package include:

- Salary of \$39,000-\$44,000
- 20 paid personal days plus 12-16 designated paid holidays per year, with additional flexibility during summer hours
- Health insurance, including optional dental and vision coverage, and an HRA plan
- Paid parental leave
- Life insurance
- Support for professional development opportunities
- Limited telework opportunities

About Global Village Project:

As the only school in the U.S. for refugee girls, Global Village Project removes the barriers to refugee girls' learning and amplifies their voices as creative young leaders. GVP's full day academic program serves 40-50 refugee young women from Clarkston, Georgia, and students pay no tuition. A model for innovative, equitable refugee education, GVP builds on our students' existing strengths to support them in becoming highly successful students and empowered citizens.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation.

We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.

Interested candidates should upload their resume and cover letter to the [Operations & HR Specialist Application Form](#). Resumes and cover letters can also be mailed to Global Village Project c/o Erin Alred, P.O. Box 1548, Decatur, GA 30031. Applications will be reviewed on a rolling basis.