

## **Operations Assistant**

The National Center for Civil and Human Rights (The Center) is an engaging nonprofit museum and cultural organization located in downtown Atlanta, Georgia that connects the American Civil Rights Movement to today's ongoing struggle for human rights. The Center is searching for an individual passionate about our mission who has the requisite experience and a desire to support our accounting, finance, and human resource operational functions.

**Reports To:** Senior Director People & Culture, and Director of Finance

**Status:** Full-Time, Non-Exempt

### **Position Summary**

The Operations Assistant provides vital administrative and operational support to the finance, accounting, and human resources functions of the organization. This role ensures smooth day-to-day operations, accurate record-keeping, and efficient processes that allow the organization to focus on advancing its mission to promote civil and human rights. The ideal candidate is detail-oriented, highly organized, and motivated to contribute to a values-driven nonprofit environment.

### **Essential Duties and Responsibilities**

#### **Finance & Accounting Support**

- Process and track invoices, reimbursements, credit card reconciliations, and expense reports.
- Assist with accounts payable and receivable functions, ensuring timely and accurate entries.
- Support monthly financial close processes by organizing and preparing documentation.
- Maintain orderly filing and records for financial transactions.

#### **Human Resources Support**

- Assist with recruitment logistics, including job postings, applicant tracking, and interview scheduling.
- Help onboard new employees by preparing orientation materials, coordinating paperwork, and ensuring smooth transitions.
- Maintain confidential personnel files and HRIS data with care and accuracy.
- Support benefits administration (enrollments, changes, carrier invoice reconciliation and communications).

- Assist with employee engagement initiatives and staff training logistics.

### **General Operations**

- Provide administrative support to the Operations team, including scheduling, correspondence, and document preparation.
- Assist with compliance tracking (policies, trainings, certifications, audits).
- Support special projects, events, and other organizational initiatives as needed.

### **Qualifications**

- Associate's or Bachelor's degree in business administration, nonprofit management, or related field, or equivalent experience.
- 1–3 years of experience in administrative, finance, HR, or operations support (nonprofit experience preferred).
- Strong organizational skills with keen attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- High level of professionalism, discretion, and commitment to confidentiality.
- Strong computer skills, including proficiency in Microsoft Office Suite including PowerPoint and SharePoint; Adobe, accounting software and HRIS system(s). Experience with Sage Intacct, APS Online, and/or Monday (project management), a plus.
- Commitment to the mission of civil and human rights and to fostering an inclusive, equitable workplace.
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### **Physical Requirements**

Reasonable accommodation may be made as needed.

- Capable of working on a computer for extended periods of time.
- Extended periods of sitting and/or standing.
- Cognitive ability to process information, analyze and make decisions.
- Ability to lift, carry, and or move up to 25 pounds.
- Bending, reaching, kneeling.

### **Employment Eligibility**

NCCHR is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age (40 and over), race,



sex, color, sexual orientation, religion, national origin, disability, veteran status, genetic information, gender identity, and the statuses protected by Title VII of the Civil Rights Act of 1964.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

## **About Us**

NCCHR is a museum and cultural organization that inspires the changemaker in each of us. Founded in 2014, NCCHR connects the US civil rights movement to global human rights movements around the world today. Our immersive and empathy-building experiences highlight people who have worked to protect rights and model how individuals create positive change. To learn more, visit our website [civilandhumanrights.org](http://civilandhumanrights.org).

Interested and qualified candidates please submit a cover letter, and resume or CV to [careers@civilandhumanrights.org](mailto:careers@civilandhumanrights.org).