



Interim Operations Manager

Job Description/Opening

Timing: Immediately

Duration: 6-8 weeks

Location: Remote with Boston or Washington, DC, preferred

The Interim Operations Manager serves as the temporary administrative and operational backbone of the Center. The Interim Manager also offers support for human resources (HR) and information technology (IT) functions. They coordinate with all team members and work especially closely with the Center's communications team. They report to the Executive Director.

The Center employs a dozen staff, contracts with several consultants, hosts interns, and supports a scholar network of nearly 60 law school and other professors. Our staff work remotely, meet weekly by Zoom, and convene for a monthly meeting with in-person participation strongly encouraged. We are members of the [Open Gov Hub](#) in Washington, DC, and are certified by [Living Wage for US](#).

The Center for Progressive Reform is a nonprofit research and advocacy organization that harnesses the power of law and public policy to create a responsive government, a healthy environment, and a just society. The Center is committed to the principles of diversity, equity, inclusion, and justice. Visit our website to read [our commitment](#), which all staff work to further.

Responsibilities

Operations

- Ensure effective use of common software platforms including Microsoft Office, Constant Contact, Mailchimp, Google Drive, Slack, Granthub, Justworks, DocuSign, and more.
- Maintain operational policies and procedures through an equity and inclusion lens, with a commitment to re-envision and redesign as needed.
- Oversee up-to-date maintenance and use of organizational databases.

- Create, maintain, and promote organizational calendars. Support creation, maintenance, and use of knowledge management systems to track organizational progress.
- Lead project management of major events, including a scholars conference in January.
- Support the Executive Director and Board President in scheduling and communication with the Board of Directors and its respective committees.
- Undertake other responsibilities and tasks as appropriate and as time allows.

Human Resources and Technology

- Manage technology accounts and assist staff with IT-related issues on standard platforms. Manage the procurement of office-related equipment and software. Offer modest support to staff if time is available.
- Keep employee handbook and other relevant HR files (personnel files, organizational charts, and contact sheets) organized and available.
- Support staff recruitment, including posting job openings, organizing candidate pools and screening candidates, offer letters, and support onboarding of new staff. Oversee contracts of interns and consultants.
- Support HR practices, including but not limited to maintaining and promoting current organizational policies, staff onboarding, annual reviews, and employee benefits.
- Contribute to an organizational culture that prioritizes diversity, equity, inclusion, justice, belonging, strong performance, and positive morale.

Qualifications

- Demonstrated experience in organizational development, HR, and/or financial administration preferably in a nonprofit environment
- Passion for creating and maintaining systems that support an equity-centered workplace and enable organizational scale
- Managerial experience preferred, but not required
- Experience creating and managing a 7+ figure nonprofit budget, or related experience
- BA/BS degree and at least 3 years of professional experience, or equivalent overall experience
- Knowledge and experience with database management and automation preferred
- Proven exceptional organizational skills, attention to detail, and ability to set and meet deadlines
- Self-starter who also works well in cooperative decision-making settings

Schedule

- Employees work up to 30 hours per week, normally Monday through Friday, with the flexibility to accommodate other life commitments.

Compensation

The pay range is \$30-\$35 per hour based on experience. Temporary positions such as this one are not eligible for organization-provided benefits.

How to Apply

- To apply, please send a cover letter explaining your interest in this position, your resume, and, if applicable, links to your work reflecting your qualifications to interimoperations@progressivereform.org. We will consider applications until the position is filled. All applications will be acknowledged. No phone calls, please. This job announcement can also be found at <https://progressivereform.org/careers/>.
- If you require alternative methods of application or screening, please send an email request to interimoperations@progressivereform.org.
- Start date: Immediately.

The Center for Progressive Reform is committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.