



## **Job Title: Administrative and Operations Coordinator (Full-Time)**

Location: Hybrid / New York City

Salary: \$85,000 + benefits

Reports to: Director of Finance & IT and Executive Director

### **About Us**

The Center for Fair Futures is committed to transforming the way youth-serving professionals engage with young people who have been adversely impacted by systems.

We do this through staff development, coaching, and community building to champion our Fair Futures model; an innovative, relationship-based coaching approach co-designed with young people.

Our work is grounded in equity, healing, and youth voice. Through the power of trusted relationships, we equip professionals with the tools, mindset, and support needed to help young people thrive, both within systems and beyond.

### **Position Summary**

The Administrative and Operations Coordinator is a full-time position that centralizes and streamlines critical administrative, operational, and logistical functions across the organization. Responsibilities span HR, IT, finance, office services, vendor and contract management, and internal systems. This person will also serve as a key liaison to our fiscal sponsor and building management team.

### **Key Responsibilities**

- **Finance & Operations Support**
  - Manage monthly American Express expense reconciliations, including receipt collection and report submission
  - Process vendor invoices, stipends, and gift card distributions
  - Assist with funder invoice submissions and related documentation
  - Track and maintain organizational contracts and facilitate renewals or updates
  - Coordinate with our fiscal sponsor on financial processes, payments, and documentation
  - Support creation and refinement of expense and purchasing policies
  - Serve as an internal IT liaison, directing staff to support resources and tracking requests

- Coordinate with external IT consultants and vendors to obtain quotes, purchase devices, and support systems
- **Administrative & Executive Support**
  - Provide administrative support to the Executive Director (e.g., scheduling, document prep, follow-ups)
  - Coordinate internal meetings, including scheduling and conference room reservations
  - Maintain shared calendars, manage general correspondence, and assist with special projects
- **Office & Facilities Management**
  - Serve as the main point of contact with our coworking space/building management; address office maintenance and services
  - Organize and maintain office supplies, shared spaces, and filing systems
  - Manage incoming mail and deliveries

### **Qualifications**

- 4+ years of relevant experience in nonprofit operations, administration, finance, or office coordination
- Strong organizational skills and attention to detail
- Experience managing internal systems and working across departments
- Familiarity with financial systems, expense tools, and Microsoft Office / Google Workspace
- Excellent written and verbal communication skills
- Experience liaising with vendors, fiscal sponsors, or third-party service providers
- Proactive, adaptable, and able to manage multiple priorities independently
- **Preferred**
  - Prior experience in a nonprofit or mission-driven organization
  - Comfort working with IT consultants or coordinating tech support
  - Familiarity with shared or coworking office environments a plus

### **How to Apply:**

We appreciate your interest in joining our team. Please email your resume and a brief cover letter to [admin@fairfuturesny.org](mailto:admin@fairfuturesny.org) by August 15th, 2025. Please include your full name and the role you're applying for in the subject line. While we may not be able to respond individually to every application, we'll be in touch with candidates selected to move forward. Thank you for understanding!