



## Operations Associate

### **About Safe Passage Project**

*Safe Passage Project provides free lawyers to 800 child refugees who are being deported.*

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

This is where [Safe Passage Project](#) steps in, providing free legal assistance to these refugee and immigrant children in New York City and Long Island who are facing removal despite their strong legal claim to stay in the United States.

Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.

Check out recent press on our work in [The New Yorker](#) and [Glamour](#).

### **About the Role**

This is a new position at Safe Passage Project, the Operations Associate will be a detail-oriented, self-starter with an impeccable ability to manage and organize complex projects. The Associate will be primarily responsible for managing data and reporting for city and state contracts on Safe Passage Project's behalf.

You will coordinate contract and grant management including timely submission of financial and progress reports, vendor contracts, and budget modifications as well as ensure compliance with funding source administrative requirements. We are looking for someone to be able to own and manage grants and contracts processes for us; which will allow the whole team to better achieve our collective mission and vision together. You will report to the Head of Finance and Operations, James Steijger-Puretz, and work in close collaboration with program staff.

To be candid, this is demanding work, but if you're up to the challenge you will grow in ways that you couldn't have imagined at this point in your career.

**Your responsibilities will include:**

- Manage fiscal compliance, invoicing, reporting and tracking for government contracts at the city and state level.
- Maintain accurate and complete records of financial activity.
- Process invoices, payments, and staff reimbursements accurately and on time.
- Communicate and problem-solve with government officials regarding amendments.
- Various other HR, IT, Finance, and Operations tasks.

**We're looking for someone who is:**

- **A PROBLEM SOLVER:** You take great joy in tackling complex problems and prompts, figuring out creative solutions to financial questions. If you notice a mistake or discrepancy, you independently investigate until you get to the bottom of the problem.
- **DETAIL ORIENTED:** You are meticulous and have excellent organizational skills. You are able to work fast without cluttering your desk or mind. You have a knack for project management and a love for bullet points. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).
- **DATA AND INFORMATION SAVVY:** You have the ability to accurately and quickly gather data, compile information, keep accurate records, prepare statistical reports, and prepare narrative reports; you will not be intimidated by complex online government portals.

**What you'll need:**

- 2+ years of overall professional experience, ideally in an operations, finance or data focused role.
- Passion for our mission, desire to be part of a challenging legal practice making a difference in a child's life. Commitment to positive social change.
- Excellent computer skills, especially Microsoft Excel, and the ability to work with databases strongly preferred; excellent quantitative abilities;
- The ability to interpret contracts, requirements, policies, and procedures relating to grants, applicable laws, rules, and regulations
- Excellent judgment, including the ability to handle sensitive or confidential information;

**Compensation & Benefits**

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a

beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

**Apply**

Please apply at <https://rework.applytojob.com/apply/9xDICiqmTA/Operations-Associate?source=SPP>

Candidates will be invited to complete a set of short answer questions in lieu of a cover letter. If you have any questions about the role, please feel free to email [ataleb@koyapartners.com](mailto:ataleb@koyapartners.com)

*Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.*