



## Finance & Operations Associate

### About Safe Passage Project

Safe Passage Project (SPP) is a highly-focused nonprofit immigration legal services organization which provides free lawyers to immigrant children facing deportation. Founded in 2013, SPP has grown to include 45 employees, two offices, and an annual budget of over \$5 million. It manages over 1,200 open cases a year.

To date, SPP has supported more than 3,000 young people in NYC and Long Island. The New York Immigration Courts, some of the busiest immigration courts in the US, have more than 15,000 juveniles on their dockets, many of whom are fleeing trauma in their countries of origin such as gang violence and recruitment, abuse, and sexual assault. Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children in immigration proceedings must go to court without the aid of a lawyer. Among unaccompanied children with legal representation, immigration court data shows that 73% are allowed to remain in the United States, whereas only 15% of unrepresented children are allowed to stay. This is where Safe Passage Project steps in, both through providing immigrant youth with direct representation by staff attorneys and through a robust network of pro bono attorneys who SPP attorneys train, mentor, and supervise.

### About the Role

The Finance & Operations Associate will provide general administrative, operations, and finance support across all functions of the People and Operations department, serve as a liaison between the department and the organization's external finance consultants and assist the Executive Team with board logistics and communication. The Finance and Operations Associate will work closely with the Associate Director of People and Operations and the Director of People and Culture.

### **Responsibilities:**

- Liaise with the People and Operations department and the organization's external finance consultants in the following areas: revenue & expense tracking, payment processing, contractor engagement & invoicing, regular fraud review, audit support, generating reports, and liaising with vendors.
- Provide staff support for all operations and payment requests including but not limited to reimbursements, client medical and legal payments, supply orders, special events planning, and inventory tracking.

- Maintain accurate and complete records of financial activity, and update financial spreadsheets & reports with the latest available data.
- Provide support to the Development department for finance and compliance requests.
- Assist the Executive Team with board engagement and quarterly meetings in areas of scheduling, logistics, preparing reports, and special events.
- Provide database management, tracking, and administrative support for people operations projects.
- Assist with the planning and execution of staff engagement events and initiatives.
- Various other HR, Finance, and Operations tasks.

### ***Qualifications:***

The strongest candidates for this position will have most, though likely not all, of the following qualifications and characteristics:

- At least 2 years of finance/operations experience.
- Experience working with project management systems and databases. Knowledge of Salesforce is recommended but not required.
- Familiarity with cloud-based payments platforms such as Bill.com is recommended.
- Experience working with vendors and consultants.
- Exceptional attention to detail.
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high-intensity environment;
- Excellent written, analytical, oral, organizational, and time management skills.
- A commitment to the work of Safe Passage Project and readiness to grow and learn with the Safe Passage Project team.

### ***Compensation and 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, open time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and Garden City. Every employee has access to support for professional development. Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

### ***Salary Range:***

\$50,000 - \$55,000

### ***How to Apply***

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, to [jobs@safepassageproject.org](mailto:jobs@safepassageproject.org) with the subject line “Finance & Operations Associate.”

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