



RESEARCH IMPROVING PEOPLE'S LIVES

Operations Associate (half-time FTE)

RIPL is a non-profit tech-for-social impact organization. We are positioned to add several new team positions over the coming months. We are a relatively small team, focusing on strategic agility with top-quality science and policy acumen to measurably improve policy impact quickly with objective research and scalable, sustainable technology.

RIPL science has supported policy and process improvements in health care, education, social insurance, civic participation, workforce development, and criminal justice. During COVID-19, we worked with Rhode Island to make it the first state in the country to pay out Pandemic Unemployment Assistance benefits to support Rhode Island workers after they lost their jobs due to the pandemic. To date, we have helped over 70,000 RI workers receive their unemployment benefits.

As the Operations Associate you will join a dynamic team that includes leading policy, research, and technical staff. You will support the team by delivering exceptional operational support. You will be responsible for successful implementation of many of the organization's administrative and reporting systems.

With a collaborative environment, all RIPL team members work cross-functionally. RIPL's staff are located all over the country but stay connected with online chat, regular coffee hours and in-person time when travel is possible. As an organization we value quality over quantity, we believe our government partners deserve the best, we know that changing culture and systems takes longer than anyone ever thinks it will and we're committed for the long-term. To learn more about what we value, check out [our leadership values](#).

The Operations Associate is a half-time position with responsibilities that include, but are not limited to the following:

- Provide administrative support for external and internal meetings that involve multiple calendars and stakeholders.
- Provide support for proofreading and formatting of external documents and communications.
- Conduct follow-up and tracking for deliverables for external partners; stakeholders and RIPL leadership.
- Monitor and maintain staff coordination tasks such as daily progress reports; JIRA projects and meeting ownership.
- Provide support for project implementation including mailing materials to project participants; taking minutes in meetings involving many stakeholders and complex discussions; maintaining contact lists.
- Manage organizational subscriptions to relevant news and journal sites.



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- Order office supplies and mail remote staff necessary equipment; maintain equipment logs.
- **The ideal candidate will have the following qualifications, experience, and skills:**
- Five or more years work experience in an administrative role providing direct support to one more people.
- Excellent organizational skills with ability to create and use organizational systems and to encourage staff utilization.
- Exceptional verbal and written communications skills.
- High attention to detail
- Proficient with technology, especially spreadsheets and task management software and tools.
- Ability to work well under pressure and with minimal supervision and lean-in to solutions.
- Excellent time management and ability to multitask and prioritize.

RIPL is an equal opportunity employer.

To apply, email a resume and cover letter to join@ripl.org with the subject "Operations Associate."