

## Operations Associate

### AGENCY DESCRIPTION

Urbane is a community development venture and certified Minority Business Entity. Founded in 2008, Urbane builds the infrastructure that catalyzes community wealth. Our approach centers on strengthening community anchors through a multi-disciplinary approach - research and analytics, business and development advisory services, and place-based investing in mixed-use real estate, small businesses, and other non-traditional assets aimed at generating long term prosperity and community wealth creation. We envision neighborhoods that are defined by their strengths and experienced as places of opportunity and innovation, building bridges toward an equitable distribution of wealth and power by fostering community-led solutions and centering the wisdom and local innovation that already exists to facilitate a future of prosperity and shared wealth.

**Job Title:** Operations Associate

**Status:** Full-Time

**Location:** Remote

**Hourly rate:** \$22-25/hr (based on experience)

**Direct Manager:** Director of Operations

Urbane is seeking an Operations Associate to support the Director of Operations with the management of the day-to-day business, and the strategy process for ongoing growth. The Operations Associate will play a key role in contributing to the maintenance of internal operational systems, as well as reviewing and updating current structure to better fit the company current and future needs. The ideal candidate will demonstrate an affinity for the community-centered economic development vision of the company and our projects and will be passionate about problem solving, team working and team and capacity development.

### JOB RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO

- Tracking daily operations and reporting or resolving issues
- Performing administrative duties including answering phones, scheduling appointments, among others
- Monitoring and maintenance of various internal systems:
- Company Drives and Folders
- Equipment procurement
- Contractor and Vendors onboarding
- Supporting the Director of Operations with the enforcement of company policies and standards
- Assisting accounting and payroll needs
- Maintaining and helping in the improvement of company databases, filing and cloud systems
- Assist in the implementation of new CRM and other tech systems, contributing to the team preparedness, training and development
- Monitoring inventory and placing supply orders
- Supporting on team onboarding

# URBANE

## CAREERS

- Supporting on the management of company benefits, as well, as developing informational sessions for the team concerning such benefits
- Providing ongoing support for different projects:
- Support logistics for trips and events
- Provide IT/software support and consulting
- Maintaining and create company branded templates
- Supporting business development pipeline through proposal and collateral construction

### KNOWLEDGE, SKILLS AND EXPERIENCE

- Ability to work in a fast-paced environment and maintain a professional demeanor
- Team player who can also work effectively to move projects forward independently when needed
- Passionate about community development and promoting holistic community wealth building
- Experience in an administrative role
- Strong analytical and organizational skills
- Excellent communication and listening skills
- Strong computer efficiency, and knowledge of Microsoft 365 suite preferable
- Attention to detail and ability to adhere to deadlines

### TO APPLY FOR THIS POSITION

- To apply, please email [info@urbane-dev.com](mailto:info@urbane-dev.com) with “Operations Associate” in the subject line along with your current resume and a brief cover letter/email stating why you are interested in the position. Please share example(s) of past work product that is deemed shareable and demonstrates professional and technical competencies. Please note any additional language abilities and level of proficiency/fluency if not readily apparent from your resume.
- Please name all files sent to Urbane beginning with your first and last name (or preferred naming conventions) for easy identification.
- The application is a multi-step process, inclusive of multiple rounds of interviews with multiple Urbane team members.
- Due to the volume of applications and a small (but mighty!) Team, we are unable to respond to all inquiries.

Employment is contingent upon successfully passing a background check which includes references from previous employers. Urbane Development Group LTD, is an equal opportunity employer which recruits, hires, trains, and promotes personnel for all job titles without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, genetic information, veteran status, or any other status protected under local, state, or federal laws.