

PREPARE TO WRITE/TAILOR YOUR RESUME

- Look over the **job description** of the position you're applying for
- Underline or **highlight** the education, skills, experiences the employer wants **that you have**
- Remember, if you did it in class, it counts!
- Include Relevant Coursework, Course Projects & **ALL Relevant Experiences** on your resume
 - Volunteer, Internship, Paid/unpaid, Service Learning, Clubs/Activities, Professional Associations, Research Experience

Operations Coordinator

New York, Permanent / Full Time

Fenton is the **social change agency** taking on the world's toughest challenges in **human rights, social and economic justice, environment, education and public health**. Primed with deep **issue expertise** and powered by **creativity and passion**, we create strategies for clients to **help build a more just, equitable and sustainable world**. Our communications and digital experts combine creative skills with deep sector expertise to **help changemakers maximize the impact of their work**.

With offices in New York, Los Angeles, Washington D.C., San Francisco and Seattle, we develop and execute strategic public awareness campaigns. Fenton has a **culture steeped in social change and activism**, with a **collaborative work environment**, excellent benefits and a **strong sense of purpose and community** across the agency.

Our New York office is currently seeking an Operations Coordinator. The Operations Coordinator is a **detail-oriented, self-starter** who can work in a **fast-paced environment** supporting the people who foster deep relationships with our agency's clients.

Responsibilities include but are not limited to:

- **Coordinates** the administration of all client-based and subcontractor **contracts**; independently handle standard amendments and renewals, consulting with management on complex issues as needed
- **Monitors compliance to contract requirements** ensuring all administrative conditions are satisfied
- Supports in management of the new business pipeline through **Salesforce**
- **Project Management Set-up**; entering customer jobs into accounting and **PM tools** with information release to appropriate departments
- Provide **budgeting and financial support** with guidance of the accounting and finance team
- **Reconcile general ledger with Salesforce**; and maintain a secured revenue file
- Assist in **month-end reconciliation process**
- Communicate with client services team and finance to **resolve accounting discrepancies**
- Support HR team
- **New hire onboarding** and set-up within systems
- Ensure **time entry compliance** is met across the agency

You are:

Passionate and **informed about social change**
Naturally **curious** and eager to **take on new challenges**
Prepared to **put clients first** and have some **customer service experience**
Resourceful and adept at shifting gears in a **fast-paced** work environment
Eager to learn, teach others what you know, and participate in a **collaborative style**
Able to **manage complex projects** and multi-task with excellent organization skills
Superior internal and external communicator and strong interpersonal skills
Proactive and **independent self-starter** who can get jobs done with **minimal guidance**
Obsessively detail-oriented

Minimum Qualifications:

Bachelor's degree in Accounting, Business, Economics, and/or a related field
1-3 years of experience serving in an **Operations, Accounting, Finance, Administrative role**, **agency** experience a plus
Related **experience with contracts** at a digital media company, advertising agency, publishing, entertainment or related field, plus
Experience with **CRM systems (ex: Salesforce)** a plus
Strong knowledge of **Excel (pivot tables, v-lookups)**; familiarity **Google documents**
Demonstrated proficiency with and **affinity for learning new tools and platforms**