



Operations Associate Job Description

Who We Are

We Care Solar is an award-winning U.S. nonprofit organization dedicated to strengthening health care and education in under-resourced countries by improving access to clean, reliable electricity. Since 2010, We Care Solar has designed and delivered compact, durable solar electric systems to energy-deficient health centers and schools, replacing candles and kerosene lanterns with bright, efficient LED lights and power for essential devices.

Solar for Healthcare: We Care Solar has worked with more than 75 partners across 50 countries, installing reliable solar power at more than 9,000 health facilities, supporting more than 16 million mothers and newborns to date. The We Care Solar Suitcase® is a compact solar electric system for medical lighting, mobile communication, and essential medical devices. Our Light Every Birth initiative is transforming maternal health care at the national level in select countries in Africa.

Solar for Education: Our education program, We Share Solar, empowers students to be global changemakers. By combining solar energy and engineering education with real-world applicability, trained teachers cultivate students' interest in STEM subjects and inspire them to meet an immediate need in the developing world.

We Care Solar has received international accolades and numerous awards, including the 2019 Zayed Sustainability Award, the 2017 UNFCCC Momentum for Change Award, the 2015 UN DESA Powering the Future We Want Award and the 2013 CNN Top 10 Heroes. Media coverage has included features in The Wall Street Journal, The New York Times, Forbes, PBS Newshour, BBC World News, CNN, ABC and CBS.

We are a mission focused organization and team that likes to have fun while doing serious work. Our team includes global staff from five of our priority countries in Africa and U.S.-based staff across six states. Many of our team members have been with We Care Solar for more than five years. We are extremely committed to providing a fun and flexible work environment (virtually and in-person) while ensuring that we are able to deliver cost effective programs with high impact.

Operations Associate

The Operations Associate is responsible for overseeing various operational and administrative activities, managing logistical tasks, maintaining records, and providing support to ensure that day-to-day operations run seamlessly. The ideal candidate has excellent communication skills, the ability to prioritize tasks, and a proactive approach to problem-solving.

The Operations Associate is a full-time hybrid position. The candidate must be based in the Bay Area, California, and will be required to be in Berkeley approximately one day a week.

Responsibilities

- Office Management
 - Oversee the management of office supplies and equipment for both the Berkeley office and staff home offices
 - Collect mail and receive shipments to Berkeley office
 - Prepare outgoing shipments and mailings as needed
 - Manage Berkeley-based equipment inventory
 - Provide software management and IT support for staff
- Data Entry & Database Management
 - Enter and manage contacts and other records in Salesforce
 - Support finance department with accounts payable and receivable, purchasing, check processing, timesheet reconciliation, and other tasks as needed
- Travel, Event Coordination, & Employee Engagement
 - Support team with travel arrangements, logistics, and preparation for speaking engagements and teacher workshops
 - Organize team activities and fun events (remote and in-person)
- Administrative Support
 - Maintain company organization charts and employee directory
 - Manage organization's calendar
 - Provide administrative support to other staff and departments as needed
- Executive Assistance
 - Undertake a variety of tasks, both remotely and in person, as requested by the Executive Director or Managing Director
 - Coordinate meetings, document organization, and other support as needed for the Board of Directors

Requirements

- Bachelor's Degree preferred
- Previous experience in an administrative or operations role

- Strong written & oral communication skills
- Self-starter who effectively manages their time and can work under minimal supervision
- Superb organizational skills and attention to detail
- Competency in Microsoft Office and Google Workspace
- Strong sense of teamwork and ability to work collaboratively with other staff members
- Deep passion for people and the We Care Solar mission

You'll Impress Us if You Have...

- Non-profit experience
- Work experience in and knowledge of international development
- Cross cultural experience
- Proficiency with Salesforce

What We Offer

- **Mission-driven work.** Our work has a direct impact for millions of mothers and newborns. You will see and feel the impact of your work on a daily basis.
- **Competitive salaries.** A competitive salary commensurate with experience and based on geographic location.
- **Comprehensive benefits.** Health, dental, eye insurance, 28+ paid vacation days and holidays, paid family leave, and employer contributed IRA.
- **Flexible work schedule.** We pride ourselves on offering a flexible and fun environment while achieving our mission. You'll have autonomy to create a schedule that brings your best work, including working remotely and setting hours of work.
- **Strong culture.** A working environment that values humility, integrity, inclusion, professional growth, and learning.
- **Talented and dedicated team.** A collaborative, hard-working, international team that is willing to do what it takes to get the job done, is committed to learning and improving, but laughs often and creates time for having fun.

Equal Opportunity Employer

We Care Solar is an equal opportunity employer. We are committed to fostering a progressive work environment that encourages participation by all team members and ensures that all voices are heard. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

How to Apply

Please submit resume and cover letter to operations@wecaresolar.org by December 11th, 2024. Include **Operations Associate** in the subject line. Applications will be reviewed as they are received and only short-listed candidates will be contacted.