Program and Operations Coordinator
Kirkland, WA

Rescue: Freedom is on a mission to end slavery around the world. Through our Local Partners, we rescue and restore women and children who are suffering in sexual slavery. We believe that with your help, we can stop the cycle of exploitation and create freedom for all.

We believe that every man, woman, and child trapped in slavery should be free. Every day we fight against the injustice of sexual slavery and amplify the voices of people whose stories need to be told. One life at a time, we are setting people free. We are ending slavery.

We live at the intersection of leading edge non-profits, best in class entrepreneurs and organizational thought leaders. Our culture values integrity, innovation, and performance. We feel a key to our growth and impact is the great people we employ, and we work to develop teams that people want to be part of for a long time.

Working directly with the Program Department and Director of People and Operations, the Program and Operations Coordinator will be responsible for delivering consistent task completion in systems that drive the support services for the organization. Because of the fast growth rate of the organization we are looking for a person that can also retool these systems as we grow. We are looking for an individual that is an operational generalist who loves to check things off their “to-do” list each day and enjoys doing so in a robust team environment.

Responsibilities:

- Maintain corporate, state and federal filings and manage profiles and relations with other agencies such as Charity Navigator, BBB, Guidestar and ECFA.
- Use and management of the organization’s CRM that includes processing of income from several sources, assist the engagement department in the continual scrubbing of donor data and enhancing the system through continual addition of new applications that create more efficiency and better donor care and communication, and working with the CRM support team to solve organizational CRM challenges.
- Oversight of all IT systems and assisting staff with technical challenges, while pursuing and offering creative ways that the organization can improve its technological capabilities.
- Responsible for the management of the physical office space on a daily basis that includes stocking of office supplies, managing room reservations and calendar coordination, hosting of drop in guests, and responding to general phone calls, e-mails and mail correspondence on behalf of the organization.
- Manage flow of mail and deliveries through our PO Box as well as our physical location.
- Assist Director of People and Operations with general administrative tasks as needed.
- Arrange flight and hotel accomodations for program staff, domestic and international travel.
- Assist Program Manager with event planning and administrative functions associated with global programs administration.
- Assist Program Manager with event planning tasks.
- Assist the Program Director with various program administration tasks as needed.
- Work to continually evolve, maintain and elevate the program and operational systems for Rescue: Freedom.
Competencies:

- Smart, no ego, fun, goal orientated, and driven by integrity.
- Experience in administrative role helpful.
- Experience in building functional systems an asset.
- Entrepreneurial spirit and a relentless learner.
- Expertise in using Google Suite and/or Microsoft Office.
- Proven ability to work with cross-functional teams and collaborate.
- Ability to take initiative.
- Great sense of humor, positive outlook, and able to effectively receive and communicate feedback.
- Fosters a transparent, honest and positive team environment.
- Willingness to travel if needed.
- Self-motivated and disciplined to regularly set and achieve large goals.
- Strength of character that will allow them to empower, support and celebrate the success of others.
- Results-oriented and process driven, with high expectations of self and team.
- Ability to plan and manage work under time constraints.
- Ability to maintain a high-level of poise and professionalism in all circumstances.
- Exceptional verbal and written communication skills.
- Recognize, understand, and agree to live by the moral and ethical standards of Rescue:Freedom International as a faith-based organization committed to Christian principles and practice.

Reports to: Program Department and Director of People and Operations
Type: Full time
Compensation: Let’s Talk
Location: Kirkland, Washington

As we grow, opportunities will present themselves and internal mobility and growth will be encouraged. We need sharp, hard-working people who understand the ethos behind a start-up and are willing and excited to be a part of everything that goes along with it. Keep in mind that Rescue:Freedom International is a newer organization and at times, everybody does a little bit of everything.

While we thank all applicants for their interest, only shortlisted applicants will be contacted.

Thank you for your interest in Rescue:Freedom International.