

## **Operations Administrator**

**Department:** Operations  
**FT/PT:** Full-Time

### **KEY RESPONSIBILITIES**

The Operations Administrator (“Administrator”) is a full-time employee of the Trust for Governors Island (Trust). The Administrator works collaboratively across Trust departments managing the physical and logistical administration necessary for the daily operation of the Trust’s offices and support spaces. The Administrator leads internally facing operation functions, including office management, information technology support, supply procurement, and records management.

Responsibilities include:

- Prepare and administer all purchases and supply procurement in compliance with Trust policies, maintaining inventories of operations, office and technology supplies.
- Advance vendor and supply MWBE goals in partnership with the Trust’s equity officer and other departments.
- Monitor and participate in preparing budgets, handling vendor relationships and vendor contract negotiations.
- Assist in new policy development, developing and implementing appropriate standards and protocols to accomplish the work, including the development of standard operating procedures and continually seeking process improvement opportunities.
- Maintain office equipment and manage office layout re-arrangements and furniture procurement.
- Ensure proper organization, maintenance, and upkeep of office common spaces and office supply storage areas in coordination with relevant colleagues.
- Work with team to organize and maintain server structure and administrative files and records, coordinating organizational storage and space needs, interfacing with the legal team on application of Trust policy.
- Function as direct point of contact with third-party IT consultant to strategize, purchase, support and maintain technology equipment and services.
- Serve as project manager for special projects, which may include planning and coordinating multiple tasks, conducting research, compiling and synthesizing information, and preparing reports or presentations.
- Provide direct administrative support and coordination to the head of Operations on the Island.
- Prepare written reports, agendas, and meeting minutes, as required.
- Conduct building-related orientations.
- Other projects and duties, as assigned.

## QUALIFICATIONS

### Education:

- High school diploma is required, Bachelor's degree is preferred.

### Experience:

- 3-5 years of work experience in an office environment with similar responsibilities.

### Skills and Abilities:

- A highly organized systems thinker with the ability to tactically plan and execute intraoffice projects.
- Excellent computer skills and administrative skills, including Microsoft Word, Advanced Excel, PowerPoint, Airtable and work order systems.
- Ability to collaborate with people at all levels with an open and engaging personality.
- Excellent communication and project management skills, ability to comprehend and coordinate logistics across a range of subject matter, identifying issues and mitigating problems before they occur.
- Ability to be flexible, make sound professional judgments, and manage multiple priorities simultaneously.
- High level of personal accountability, self-organization, autonomy, and discipline.
- Driver's license preferred.

**Salary Range:** \$60-\$67k commensurate with experience.

Excellent benefits package including paid holidays, sick and vacation time, medical/dental/vision/life insurance and pension plan with company match.

## TO APPLY

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with "Operations Administrator" in the subject line. No phone calls please.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-meritfactor.

# THE TRUST FOR GOVERNORS ISLAND

## **ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org)