

IGNITE

Operations Coordinator

About IGNITE:

[IGNITE](#) is a national nonprofit working to bring the next generation of political leaders closer to power. At a time when young women and gender-expansive youth face growing threats to their safety, visibility, and voice, IGNITE exists to ensure they are not only heard but positioned to lead. We believe that those closest to society's most pressing challenges should also be closest to the decisions that shape them.

IGNITE invests in women, primarily ages 13–28, including high school and college students, early-career professionals, and young parents. Through dynamic trainings, mentorship, and leadership opportunities, participants learn how to advocate for policy change, run for office, and mobilize their communities.

Position Overview:

The Operations Coordinator is a generalist administrative and operational support role for IGNITE, helping keep the organization's day-to-day operations running smoothly. This person maintains accurate records and documentation, supports key administrative processes across the organization, and steps in wherever operational support is needed from finance and development to programs, HR, and technology. Because IGNITE is a lean team, the ideal candidate is comfortable with variety and ready to flex into new areas as priorities shift.

The Operations Coordinator works closely with the Senior Director of Operations, providing timely and accurate information, monitoring operational activities, and helping ensure organizational procedures are followed. This role is highly collaborative, partnering with staff across departments to keep operations efficient and on track.

Reporting Structure & Team:

The Operations Coordinator reports directly to the Senior Director of Operations.

Key Responsibilities:

Administrative & Operational Support

- Coordinate travel, logistics, and scheduling for events, meetings, and engagements
- Sort and route mail; log deposits, checks, and grants for the appropriate teams
- Maintain organized files, records, and documentation across departments, track key administrative processes.
- Support program, training, and conference logistics
- Manage vendor and contractor relationships, including processing invoices and keeping accounts current

- Support hiring and onboarding logistics for staff, contractors, and interns

Transactional & Records Support

- Process gifts, acknowledgements, tax receipts, and recurring donor transactions accurately and on time
- Review and organize receipts for credit card reconciliation and reimbursements; support timely accounts payable
- Support compliance with federal, state, and local employment laws and organizational policies
- Maintain accurate financial and donor records in partnership with the Accountants and Development team
- Maintain employee files, benefits records, and payroll documentation
- Support annual audits, tax filings, and other financial processes as needed

Systems & Data

- Maintain accuracy and integrity of records in HubSpot and other organizational databases
- Produce reports and maintain database functions supporting programmatic, financial, and fundraising tracking
- Maintain technology inventory, equipment, and software updates
- Support the organization's data protection and digital security practices

Cross-Functional & Continuous Improvement

- Work collaboratively across finance, development, and program teams to support organizational operations
- Serve as a point of contact between staff and outside partners (e.g., benefits brokers, vendors)
- Identify opportunities to streamline administrative workflows and documentation
- Take on additional administrative, financial, or project-based tasks as organizational needs evolve; this role should expect variety and be comfortable stepping into new areas with limited notice

Qualifications:

- 2-3 years of experience in office administration, operations, or nonprofit support roles
- Basic understanding of bookkeeping, accounts payable, or financial reconciliation processes
- Familiarity with HR practices such as onboarding, employee recordkeeping, or benefits administration a plus
- Comfortable working with databases and CRM/donor management system (HubSpot preferred); willingness to learn new systems
- Proficient in Microsoft Office and/or Google Workspace, particularly Excel/Sheets
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Discretion in handling confidential financial, HR, and donor information
- Ability to work both independently and collaboratively across departments
- Interest in nonprofit operations, youth leadership development, or civic engagement a plus

Compensation: Coordinator Level 1, \$23.44/hour for a maximum of 40 hours per week. The Operations Coordinator will be required to submit a weekly time sheet in accordance with IGNITE's payroll policies.

Benefits: IGNITE offers a comprehensive benefits package that includes medical, dental, and vision insurance; a company-sponsored 401(k) plan with employer matching opportunities; paid leave; a generous holiday, PTO and sick package; and additional benefits designed to support the well-being of our employees.

Classification: Full-time, non-exempt, remote

IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.

How to Apply: Please submit your resume and responses to short answer questions [using this link](#).