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Job Announcement

Position: Operations Associate
Supervisor: Human Resources & Office Manager
Location: Cambridge, MA
Start Date: March/April 2010
Contact: Jen Stine
Director Human Resources & Administration
jobs@rootcapital.org

SUMMARY

Root Capital seeks applications for a proactive and dynamic Operations Associate to provide administrative support to Root Capital headquarters, the Finance & Operations department, and organizational operations throughout our offices around the world. The Associate will become the “go-to” person for staff on sundry issues and will frequently communicate and coordinate with them to ensure smooth operations. The responsibilities of the Associate will include: maintaining a professional, organized, and healthy office environment; facilitating internal and external general communications; providing administrative support for the human resources team and Senior Vice President of Finance and Operations; supporting the coordination of organization-wide activities and communications; translating documents to and from Spanish; and leading initiatives to minimize the environmental footprint and increase the social impact of our office and operations. Candidates should possess a Bachelor’s degree plus 1-2 years of experience, strong writing and conversational Spanish ability, demonstrated organizational and problem-solving skills, excellent interpersonal and communication skills, and a passion for Root Capital’s mission of building sustainable livelihoods in rural communities through socially and environmentally responsible investing.

MISSION AND HISTORY OF ROOT CAPITAL

Root Capital’s mission is to pioneer finance for grassroots businesses that build sustainable livelihoods and transform rural communities in poor, environmentally vulnerable places.

Root Capital is a nonprofit social investment fund that is pioneering finance for grassroots businesses in rural areas of developing countries. We provide capital, financial education, and market connections to small and growing businesses that build sustainable livelihoods and transform rural communities in poor environmentally vulnerable places.

Through innovative approaches to development finance, Root Capital aims to fill the "missing middle" of finance - serving organizations caught in the gap between microfinance and traditional banking. We provide loans ranging on average from \$25,000 to \$1,000,000 to rural enterprises and agricultural entrepreneurs that link smallholder farmers and artisans to competitive markets. Since our launch in 1999, we have provided more than \$150 million in credit to 254 grassroots enterprises in 30 countries, maintaining a 99% repayment rate from our borrowers and a 100% repayment rate to our investors. Headquartered in Cambridge, Massachusetts, Root Capital currently has associated offices in Costa Rica, Mexico, Peru and Kenya.

RESPONSIBILITIES

1. Maintain an organized office that is equipped with the necessary technology, resources, and office supplies to facilitate staff work flow.
2. Serve as office receptionist and receive visitors.
3. Liaise with vendors and building management. Ensure invoices are processed accurately and on time.
4. Facilitate internal and external general communications.
5. Provide administrative assistance to the human resources team.
6. Provide administrative assistance to the Senior Vice President of Finance and Operations, including with legal projects.
7. Create or update internal policy manuals and informational documents.
8. Prepare the daily deposit and maintain petty cash
9. Translate documents to or from Spanish as requested.
10. Support the coordination of staff meetings, retreats, and other organization-wide events
11. Support IT troubleshooting, coordination, and systems.
12. Support the coordination of interns and volunteers as needed.
13. Lead initiatives to minimize the environmental footprint and maximize the social impact (i.e. buying fair trade, community engagement) of our office and operations.
14. Assist with other tasks or projects as assigned.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree plus 1-2 years of experience.
2. Strong written and conversational Spanish ability; experience using Spanish in professional settings is preferred. French or Portuguese is a plus.
3. Strong interpersonal and communication skills even when under pressure.
4. Administrative experience in a fast-paced environment.
5. Proactive, take-charge attitude; demonstrated multi-tasking skills.
6. Demonstrated problem-solving ability and good criteria for evaluating new and uncertain situations.
7. Experience coordinating projects where there were many details and people involved is a plus.
8. Collaborative team player with a good sense of humor.
9. Advanced knowledge of Microsoft Office and ability to learn new computer programs.
10. Passion for Root Capital's commitment to worldwide poverty alleviation and environmental conservation.

SALARY: Mid- to high-30s.

APPLICATIONS AND NOMINATIONS

More information about Root Capital is available at www.rootcapital.org

Applications are due by March 1, 2010. Candidates are encouraged to apply as soon as possible.

Applications including a resume and cover letter describing your interest, qualifications, language abilities, salary requirements, earliest start date, and how you learned of the position should be sent to: jobs@rootcapital.org. Please type "OA" followed by your name (Last, First) as the subject line of your email (e.g. "OA – Santos, Elizabeth"). Finalist candidates will be required to provide at least three work-related references.

Root Capital is an equal opportunity employer.