



## Operations Coordinator

Location: Southeast Michigan (remote during COVID).

### About the role

We're looking for a *part-time operations coordinator* (15-20 hours per week) to join us as a prospective member and help us continue to shape our anti-oppressive and liberatory workplace at Sassafras. This position is our first dedicated internal position. As such, there are opportunities and challenges. One opportunity is to dream and shape the future of work with a cooperative that is dedicated to putting into practice our values rooted in liberation. One challenge is that this position starts as a new role, but involves working to shape the organization. Thus, the ability to identify and name power dynamics is critical in this role. **After one year, both Sassafras and the candidate will review the long-term viability of this role, and whether there is a potential to go full-time.**

The exact set of responsibilities can potentially fluctuate depending on the candidate. However, we need the operations coordinator to have the skills to do the work described in the first three months:

#### *First 3 months:*

The first three months will consist of onboarding and assisting with essential tasks of the business.

- **Onboarding:** Onboarding to the organization and learning about existing organizational, financial, and HR processes.
- **Coordinating evaluations:** Facilitating ongoing evaluations of all Sassafras staff. Synthesizing feedback.
- **Assisting in financial tasks:** Working with the treasurer to assist with financial tasks such as payroll, reports, cashing checks, and bookkeeping. Working with spreadsheets and Quickbooks online (experience with Quickbooks is a plus, but not required.)

#### *3-6 months:*

After onboarding and learning the initial set of responsibilities, we expect the role to grow to take more ownership and responsibility.

- **Assisting hiring and onboarding of new staff:** Assisting in hiring processes as well as processes for onboarding of new staff.

- **Growing financial and legal tasks:** Working with the treasurer to assist with invoicing, accounting and tax preparation. Also assist with contracts and client paperwork.
- **Managing office:** Working with the building owners to coordinate any repairs, keys, and lease agreements. Picking up mail.
- **Facilitating professional support:** Coordinating external professional support such as conflict support, education, policy/process consulting, and our Annual General Meeting.
- **Facilitating organizational process:** Sassafras uses a [consensus process](#) with empowered committees. Assisting in facilitation, documentation, prioritization, and the innovation of process within the cooperative.
- **Assisting in communications:** Helping to respond to email inquiries and client invoicing questions. Represent Sassafras with current and potential collaborators.

*6 months +:*

After understanding the workings of the organization, we would ideally like to see the role take a lead in the innovation of new policies.

- **Compensation and Leave Policy Innovation:** Leading and facilitating the development of innovative policies such as compensation, leave, accessibility, and accountability. Incorporate anti-oppression frameworks that straddle the needs and sustainability of both workers and a small business.

## You may want to work with us if...

- You like the idea of working in a small organization and doing impactful work through mutual learning, consentful practices and relationships, and consensus-building and collective decision-making.
- You're interested in the rewards and challenges of working in and building a just and democratic workplace through mutual accountability and commitments to anti-oppressive practice, especially around power dynamics and equity.
- You're excited about being part of an organization that values abundance, reciprocity, compassion, and an ongoing commitment to justice and solidarity, including but not limited to: Black and Indigenous sovereignty, gender fluidity, autonomy, accessibility and disability justice, environmental relationship, and the destruction of capitalism.
- You want to help build the future of work as part of the global cooperative movement dedicated to worker ownership and democratic governance.
- You're interested in the complex and ever-evolving social, technical, and cultural problems we have dedicated ourselves to solving.
- You want to belong to an organization that cares about reasonable, sustainable workloads and prioritizes people over profit.
- You are excited to support work with clients such as The Carter Center, The Working World, Hollaback, Ford Foundation supported artists, and academics.

## Other requirements for the role...

- You are based in southeast Michigan and are able to come into our Ann Arbor office 1-2 times per week, once our office can safely reopen pending COVID.
- You're comfortable working with a distributed team and using digital collaboration and communication tools (e.g. Slack, Google Suite).
- You're able to reliably and consistently attend meetings during our shared core hours (10 am - 3 pm Eastern Time with staff in US Pacific, Central, and Eastern time zones).
- You like working both independently and in teams, and are comfortable giving and taking direction from other staff.
- You are able to interface and communicate constructively and creatively with organizations and structures that may not share our anti-oppression commitment.

You can learn more about our basic day-to-day work practices through our [basic worker expectations document](#) on our website.

## Pay and benefits

Pay at Sassafra is hourly. Our individual rates are transparent and based on a formula meant to reduce pay inequity due to bias. This role is part-time at 15-20 hours per week. We have a strong culture of discouraging overwork and encouraging sustainable workloads and time off. The rate we choose to pay ourselves is meant to keep us accessible to the clients we want to work with.

Based on this structure, you can expect to make about \$39-\$52k per year in this part-time position. Our paid time off (PTO) is calculated based on time worked / 6, where a worker earns 1 hour of PTO for every 6 hours worked. For example, averaging 15-hour weeks for 3 months, you will accrue 30+ hours of PTO, which can be used for 10 days off (two 15-hour weeks). PTO encompasses vacation, holidays, and sick leave. Along with this, we offer high-quality health, dental, and vision insurance. Each worker is also entitled to yearly professional development, including conference attendance and education.

## About us

Sassafra Tech Collective is a worker cooperative that builds technology in service of global justice movements. Our small but mighty team of worker-owners collaborate to design, develop, and maintain complex custom software systems for our clients. With the help of our clients and movement partners, we aim to build relationships and technology that move us away from patterns of oppression and towards humanity.

Our recent projects include:

- An open-source platform used for election monitoring and public health efforts worldwide.
- Tools for combatting online and real-world harassment, and supporting healing spaces for harassment and abuse survivors.
- Software for non-extractive loans for cooperatives and democratic funds.
- A consentful, anti-abuse, moderation-first, user-owned social platform.
- Applications for diabetes management, cancer risk assessment, and other health efforts.

We were founded and are headquartered in Ann Arbor, Michigan where we maintain a physical office, though our team is distributed across the US. Sassafras is made up of five worker-owners and one staff member from a variety of backgrounds and experiences, including a range of formal and informal education, academic and industry experiences, and community organizing.

We are a predominantly white organization with four white folks, one white-passing person, and one biracial non-white person. Our vision requires a multiracial coalition, and as such, this position will be an opportunity to join us in applying the self-governance consensus model to shift power away from white and middle class folks towards communities and populations who historically have not had access to power and resources, both within our organization and also beyond it via our collaborators (e.g. clients, other coops). One strategy for achieving this vision is to expand our staff from our current capacity to a total of nine workers *within the year*, which will require you as our operations coordinator to use creativity, flexibility, and ingenuity to support the organization through this period of growth, transition, and fluctuation.

We commit to leveraging our collective resources and expertise in the service of anti-oppressive technology design, development, and consulting. We hold each other accountable through our practices and foundational documents, which represent our vision, values, and organizational culture. These documents are publicly accessible on our site, including our [Bylaws](#), [Code of Conduct](#), [Cultural Values and Practices](#), [Anti-Harassment Policy](#), and [Conflict Resolution Policy](#).

**Unfortunately, we currently do not have the capacity to accommodate applicants outside the United States.** While we highly value perspectives and practices from other countries and regions, we are a small team that is not currently equipped to handle the complex bureaucratic and legal burdens imposed by state-sanctioned institutions and settler-colonial/capitalist logics.

## How to apply

Please apply by filling out our [application form](#). Black and Indigenous people of all genders, people of color, trans and gender nonconforming people, queer people, disabled people, people from poor and working class backgrounds, and women are highly encouraged to apply.

If you have any questions, concerns, or other needs feel free to reach out to us at [hire@sassafras.coop](mailto:hire@sassafras.coop) and we'll be in touch.