



The Russell Family Foundation

The Russell Family Foundation is looking for an Operations Associate to help keep our work running smoothly – from coordinating events and supporting our team to helping steward relationships with grantees and community partners. Please see the full job description below.

Operations Associate

Summary:

The Operations Associate supports the smooth functioning of The Russell Family Foundation's office operations, events, and administrative systems. This role provides logistical and administrative support to staff, coordinates foundation events and meetings, and helps maintain effective relationships with board members, grantees, and community partners. This role requires strong organizational judgment and the ability to work independently, manage logistics, priorities, and operational details in a small, collaborative team environment. Reports to Grants and Operations Manager. FSLA Status: Non-exempt (5 days/week = 40 hours)

Essential Duties and Responsibilities:

- Works with the Grants & Operations Manager to create and sustain a smooth functioning office.
- We value team members who are proactive, collaborative, and willing to jump in where needed to help the team succeed.
- Manages logistics and details for all TRFF events, including special events, board meetings, programmatic meetings/trainings, etc.
- Provides administrative and scheduling support to TRFF staff as assigned.
- Support travel arrangements and other logistics as requested (Board and Staff).
- In close coordination with TRFF staff, supports relationships with grantees, fellows, and board members.
- Completes special projects as assigned, including logistical planning and execution of TRFF special events.
- Manage contact databases.
- Support building use for grantees and community organizations. This includes but is not limited to, meeting logistics, room set-up needs, building communication, onsite support, etc.
- Manages the organization of meetings, including scheduling, attendance, logistics, minutes, catering, clean up, and follow-up.
- Manages expenditures and reimbursements according to organizational policies.
- Monitor and track TRFF designated email Inbox, routing emails to other staff and saving documents to SharePoint files as needed.

- Works to support communications needs and special communications projects.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and/or abilities required.

- High School diploma or GED Equivalent and three years of professional work experience in operations coordination or project management.
- Experience coordinating events and meetings, managing multiple priorities simultaneously, and within budget.
- Ability to work as part of a team or independently on a project.
- Experience with office procedures, performing research, and navigation.
- Strong organizational and project management skills.
- Excellent attention to detail and follow-through, including proofreading and editing.
- Ability to demonstrate flexibility with changing priorities.
- Experience handling confidential information with discretion.
- Strong oral and written communication skills.
- Commitment to being a team player and supportive colleague with strong interpersonal skills.
- Demonstrates a commitment to lifelong learning and continues to grow in programmatic and technical competency through professional development.
- Able to travel locally and work varied schedules, including evening and weekend commitments as needed.
- Access to a reliable car is required to support event logistics across Pierce County.

Language Skills: Communicates in a direct and timely manner to accomplish work, solve problems, and promote a positive, respectful, and trusting work environment.

Computer Skills: Proficiency with Microsoft Office (Word, Excel, One Note, PowerPoint, Outlook), Adobe Acrobat, SharePoint, and email marketing platforms such as Constant Contact. Ability to learn new systems and technology platforms.

Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability: Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This individual will work in a semi-private cubicle in an open office environment. Requires frequent sitting, standing, and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk, receive, and understand written and oral communication, and give written and oral instructions. The position requires the ability to calculate mathematical problems. Minimal travel is required for professional development, foundation-related conferences, and community relations.

Compensation: Non-Exempt hourly pay range is \$27.75 - \$38.00, depending on experience. We offer a comprehensive benefits package that includes medical, vision, and dental insurance for employees and dependent children (and partial coverage for partners and spouses), life insurance, generous paid time off, a 401 (k) retirement savings plan, and tuition assistance. We encourage candidates who reflect the diversity of the Pierce County region, bring relevant lived experience to the position, and have roots in the region.

How to Apply: Interested applicants should submit their resume and cover letter to careers@trff.org. Priority review will be given to those applications received by **Friday, April 17, 2026, at 5 PM**. Please include "Operations Associate – Your Name" in the subject of your email. Given the volume of applicants we anticipate for this role and our desire to ensure an equitable hiring process, we will not be taking calls from prospective applicants. However, if you need assistance or accommodation to submit your application, please contact us at careers@trff.org or 253-858-5050. Applications will be accepted until the position is filled. The Russell Family Foundation is dedicated to the principles of equal employment opportunities. We prohibit unlawful discrimination against applicants or employees based on age, disability, gender identity, genetic information, military or veteran status, national origin, color, creed, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law.