



ROLE: HR & Ops Analyst (Part-Time, Hourly)

LOCATION: Remote

START DATE: Immediate

REPORTS TO: Deputy Director, Human Resources and Operations

ROLE OVERVIEW

DFER is seeking a highly capable, part-time HR & Ops Analyst to support our organization of 48 employees as we ensure they receive quality service and accurate information when receiving support with onboarding, technology tools, benefits, performance evaluation, payroll, policies, and offboarding. The HR/Ops team consists of 2 full-time team members and this part-time role, as well as strategic support from contractors. The HR & Ops Analyst will be a key person on the team who will provide:

- administrative Human Resource support
- administrative Operations support, and
- data and systems support.

The HR & Ops Analyst will be the team representative who most often delivers service to staff members when they need daily support with systems and processes we use in HR and Operations. This role is 20 hours per week: 4 hours per day, 5 days a week, Monday through Friday. The default schedule is 11am-3pm Eastern time, though there is flexibility if 12-4pm ET or 1-5pm ET would be a better set schedule for the person selected for this role.

WHO WE ARE

Democrats for Education Reform (DFER) is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

DFER partner **Education Reform Now Advocacy (ERNA)** is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner **Education Reform Now (ERN)** is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

WHAT WE DO

1. **Support for Progressive Education Leaders** — In an approach that is markedly different from our

peers and partners in the field, DFER engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our partner organization, Education Reform Now, does work that involves policy research, analysis and education that helps policy makers at all levels understand complex education issues and make informed decisions.

2. Informing the Education Debate — Our coalition work reflects the breadth of our policy priorities. We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.

3. Targeted Interventions and Rapid Response — DFER's reach from the most local district relationships to state and federal policymakers, enables us to respond quickly to the changing landscape and policy trends. Activities vary significantly from project to project and may include training, policy analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

KEY RESPONSIBILITIES

● **Administrative HR Support**

- Maintain and ensure the HRIS system (ADP Total Source) is updated to consistently reflect shifts and changes within the organization (i.e. adding new departments, hiring/terminating staff, reports, salary adjustments, etc.)
- Maintain and update time tracking system, Harvest, to ensure key data reflects shifts and changes within the organization including but not limited to adding staff, unlocking timesheets, etc.
- Maintain and update all additional systems including Culture Amp, GSuite, staff directory etc.
- Ensure compliance with state departments of labor, as prompted by ADP system and in consultation with our VP, Operations and General Counsel
- Communicate key compliance requirements with staff for HR systems
- Provide logistical support for job posting and candidate selection
- Provide logistical support for employee onboarding and offboarding processes, such as adding and removing employees from systems and the shipping of computer equipment

● **Administrative Operational Support**

- Manage company memberships and subscriptions (Dropbox, Zoom, WeWork, etc.)
- Work cooperatively with our Finance team when they need records and support for paying invoices and paying people
- Research and implement operational solutions to support more efficiencies within the organization
- Order supplies and business cards, when needed

● **Data and Systems Support**

- Utilize usage reporting features within tools to view data and download reports
- Update reports about team member demographics

WHO WE'RE LOOKING FOR

The ideal candidate will possess the following qualifications and skills:

- **Technical expertise** in Human Resources and HRIS administration

- **Care** for others and their confidential information that we utilize as HR professionals
- **Autonomous** as a worker to accomplish tasks and to elevate issues and tasks as needed
- **Collaborative** working with an extremely small team with the ability to collaborate with other departments and staff members
- **Systems Mindset** to make HR and operations systems more efficient and sustainable

COMPENSATION

Compensation is \$30 per hour for 20 hours per week as an hourly, part-time employee. This role is not eligible for benefits (health and dental coverage; life insurance; short- and long-term disability; 401K with a match plan; flexible spending/benefits plan) nor paid time off.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Democrats for Education Reform welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of our nation's public schools.

HOW TO APPLY

Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested applicants can [apply here](#). References will be requested in a later stage of the selection process.