



**Ownership
Works**

Associate, Operations

New York, NY

To Apply

Please visit the [Application Portal here](#). Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

About the Position

Join Ownership Works as an Operations Associate and play a key role in supporting day-to-day office operations and employee experience, ensuring the team can work effectively and stay connected. As we continue to grow and expand our team and programs, this role is critical to maintaining a smooth, well-functioning, and welcoming work environment.

In this role, you will work across teams to support core office operations and employee experience, with the opportunity to strengthen systems and contribute to how we operate as an organization.

This is a great opportunity for someone who is excited to build strong nonprofit operational foundations, take ownership of key processes, and contribute to a growing mission-driven organization. The ideal candidate is a strong problem-solver, proactive, detail-oriented, and excited to help build a best-in-class workplace.

What You'll Own and Achieve

In this role, you will:

- Own the systems and processes that keep our office and internal operations running smoothly day-to-day.
- Drive improvements in how we work, making our systems, processes, and tools more efficient and easier for the team to use.
- Advance Ownership Works' mission by building and maintaining the operational infrastructure that enables our team to scale impact and deliver on our goals.

What This Role Offers You

- Build strong operational, project management, and problem-solving skills in a fast-paced, growing organization.

- Gain exposure to cross-functional teams and experienced nonprofit leaders, with insight into how a mission-driven organization operates and scales.
- Contribute directly to expanding employee ownership and helping more workers build wealth and share in the success they create.

What You'll Do

Office Operations and Employee Engagement

- Oversee the upkeep and functionality of shared spaces, including the kitchen, conference rooms, phone rooms, wellness room, and supply areas.
- Manage vendor relationships for office equipment and services, including resolving issues and identifying new providers when appropriate.
- Manage ordering and inventory of snacks, coffee, office supplies, and kitchen supplies to support a well-functioning workplace.
- Oversee mail and shipping, improving processes for receiving, organizing, and distributing packages and outgoing mail.
- Maintain and develop organization systems for office storage areas.
- Manage Ownership Works' swag inventory and fulfillment.
- Support production and distribution of in-office collateral and materials.
- Help plan and execute in-office events, social gatherings, and holiday celebrations.
- Manage employee gifting programs, including annual holiday gifts and ad hoc recognition.
- Oversee internal communications related to employee milestones, including birthdays and anniversaries.
- Identify and implement operational process improvements.

IT and Systems

- Oversee lifecycle management of physical IT assets, including laptops, conference room technology, and peripheral equipment, in coordination with the Managed Service Provider (MSP).
- Own IT onboarding processes, including equipment setup and ensuring a seamless new hire experience.
- Diagnose and resolve day-to-day IT issues and determine when escalation to the MSP is required.
- Manage password systems and access for organization-wide subscriptions and shared tools.
- Develop and distribute user guides and communications related to technology and equipment.

Cross-Team Operational Support

- Coordinate logistics for overseas expansion launch events, including planning and shipping materials.
- Support ad hoc projects and cross-functional initiatives as needed.

How You'll Succeed

- **Operational Excellence:** You produce high-quality, accurate work and keep systems, tools, and processes organized so the team can easily find what they need and operate smoothly. You have a strong attention to detail and understand that the little things matter.
- **Problem Solving:** You approach challenges with curiosity, taking time to understand root causes and develop practical, thoughtful solutions, while knowing when to move forward independently and when to loop others in or escalate.
- **Project Management:** You effectively manage multiple concurrent priorities across the organization, track progress on projects, organize documents and resources in a structured and accessible way, and communicate regularly to keep work moving and ensure timely, well-coordinated delivery.
- **Internal Collaboration:** You build trust and strong relationships across teams and with external partners. You listen actively, communicate openly and proactively, and help bring people together to stay aligned and move work forward.

What You Bring

Minimum Qualifications

- 1–3 years of relevant experience in operations, office management, administration, or a related field.

Preferred Qualifications

- Bachelor's degree or higher.
- Experience supporting internal operations in a fast-paced, growing organization.
- Familiarity with managing workplace tools, systems, and IT coordination.
- Experience handling multiple priorities and making independent decisions in a dynamic environment.
- Strong interest in social justice and enthusiasm for the Ownership Works mission.

Ownership Works is committed to building a diverse and inclusive workplace. If you're excited about this role but your experience doesn't perfectly align with every qualification, we encourage you to apply.

Compensation

Compensation for this role is based on several factors, including location, skills, experience, and business needs. For candidates based in New York City, the estimated salary is \$75,000-\$80,000 plus an annual discretionary, performance-based bonus subject to board approval.

Benefits

We offer a comprehensive benefits package that reflects our commitment to supporting you and your family, including medical, dental, and vision coverage; unlimited paid time off; a 401(k) plan with generous employer contributions; and 18 weeks of fully paid parental leave.

Location

Ownership Works is building a New York City–based team. While many team members typically work from the office two to three days per week, this role may require up to four days in the office based on team and organizational needs.

Equal Opportunity Employer

Ownership Works is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.

E-Verify

We use the federal E-Verify system to confirm the employment authorization of all newly hired employees.

About Ownership Works

Launched in 2022, Ownership Works (O.W.) is a fast-growing nonprofit organization with a mission to foster economic wellbeing for workers and create thriving workplaces through the power of shared ownership. O.W. helps companies and investors implement shared ownership programs that make every employee an owner and honor the collective effort behind a company's success. At scale, employee ownership can help millions of workers build savings and wealth, often for the first time, at businesses that are more dynamic, resilient, and successful.

O.W. has set an ambitious goal of creating at least \$20 billion of wealth for workers by 2030 and, over the long term, making broad-based employee ownership the new norm at work. To achieve these goals, O.W. has two areas of focus:

Movement Building. Through partnerships, network-building, education, data, and storytelling, O.W. is building a movement to increase the adoption of shared ownership by private and public companies. Over 100 private equity firms, financial institutions, foundations, labor advocates, and pension funds have joined the O.W. Consortium as partners and made unprecedented commitments to advance the shared ownership movement.

Client Advisory Services. In collaboration with its Partners, O.W. helps public and private companies implement broad-based employee ownership programs that improve corporate cultures, increase employee engagement and satisfaction, and create an alignment of interests between employees and employers, all of which can support better outcomes for companies and workers. Since O.W.'s founding, 180 companies have implemented shared ownership programs, reaching over 250,000 workers.

Ownership Works is certified as a [Great Place To Work](#).

For more about O.W.'s programs and impact, visit <https://ownershipworks.org>.