



ADMINISTRATIVE / OPERATIONS ASSISTANT

The [Fund for Guaranteed Income](#) is seeking an Administrative/Operations Assistant to join our team. The ideal candidate will be experienced in providing administrative and operational support and is comfortable working on a growing team in a startup type environment. The candidate should also have experience working with Slack, Gmail, Google Drive, and Google Docs/Sheets.

This role requires strong organizational skills, an interest in learning new tools or skills to solve new problems, and the ability to work independently with minimal supervision. Integrity is key as the position will be trusted with sensitive information.

- **Reports to:** F4GI's Chief Operating Officer.
- **Location:** All work is remote. May live anywhere in the U.S., with a preference for Los Angeles County.

Responsibilities

- Provide administrative and operational support to the team remotely
- Assist with scheduling appointments, coordinating meetings, and managing calendars
- Manage and organize documents, files, and records in Google Drive with integrity and accuracy
- Downloading monthly reports from PayPal, Stripe, and other vendors
- Preparing wire transfers and invoices to be paid
- Communicate with team members and external partners via email and Slack
- Assist with research or ad hoc projects as needed

What we're looking for

- You have experience providing administrative/operations support in a remote office environment.
- You have experience fast-paced, flexible environment such as a startup or growing business
- Integrity
- Strong organizational and time management skills
- Excellent communication skills (written and verbal)
- Proficient in Gmail, Google Drive, Google Docs/Sheets
- Detail-oriented with high accuracy and attention to detail
- Ability to work independently and take initiative
- Ability to adapt quickly to new challenges and learn new skills
- An interest and passion for F4GI's mission

Why work at F4GI?

We are a dynamic, tight-knit team that supports one another, finds the joy and humor in our work, and is



united by a genuine passion for helping families and building a more inclusive future. We offer:

- A positive environment with opportunities to make a big impact immediately.
- A competitive salary.
- Flexible working hours, location, and PTO.

Interested? Email careers@f4gi.org to apply today!

ABOUT F4GI

The Problem We're Solving

The United States' systems of welfare and mass incarceration criminalize and harm people on the basis of poverty. Social services and tax laws consistently provide fewer resources to people and neighborhoods of color, and COVID-19 only worsened these inequities. Government stimulus checks helped withstand the early months of the pandemic, but left out millions of undocumented and formerly incarcerated individuals. Further private and philanthropic cash transfer programs have excluded marginalized communities, exposing the racial fault lines and frailty of our social safety net.

What We Do

[The Fund for Guaranteed Income \(F4GI\)](#) delivers guaranteed income (GI) – direct, recurring cash transfers – and resources to address these inequities head on. Our mission is to build a viable pathway to inclusive social policies at the national level. In partnership with grassroots organizations, movement leaders, and governments, we build technology and programs like the [Compton Pledge](#) that are community-rooted and scalable.

F4GI serves as a strategic partner to coalitions linking GI to the movement to end mass incarceration. In 2023, we're expanding our work in three primary areas:

- 1. Guaranteed Income Programs:** We design, launch, and administer GI programs across the nation. We work with leading social advocacy organizations and governments to bring recurring, inclusive cash transfers to communities, and produce data and research to shape the policy of the future.
- 2. Technology Solutions:** We build, test, and share technology that closes gaps in the social safety net, creates systems of social support that include those historically left out, and serves as a viable mechanism to implement GI at scale.
- 3. Political Coalitions:** We work with advocacy organizations to build the movement for economic justice and reparations and shift the narrative around economies of belonging.



OUR IMPACT

The Compton Pledge

The Compton Pledge is a 2 year program delivering an average of \$450/month to 800 families, challenging the cycle of poverty and incarceration for low-income communities of color. Compton, California is a cultural capital and a city where many inequalities intersect. 30% of residents are Black, 68% are Latinx, and 1 in 5 are below the poverty line. [TIME Magazine](#) has highlighted it as the largest initiative in US history.

In the long-term, the program is re-imagining service delivery across the nation. The Pledge successfully serves a representative number of undocumented and formerly incarcerated residents in the city, providing a model for future programs across the country. F4GI regularly provides technical assistance and pro bono support to other pilots, building the groundswell of evidence for an expanded safety net.

The Chicago Future Fund

Equity and Transformation (EAT), is a Chicago-based non-profit led by Black formerly incarcerated Chicagoan. EAT's Chicago Future Fund serves 30 formerly incarcerated residents of West Garfield Park, where 41.7% of households live below the poverty line. F4GI supports EAT in delivering \$500 a month to participants. This program is the first to study how GI can benefit people returning from prison, led by formerly incarcerated leaders.

F4GI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.