



Call for Consultant: Operations, Administrative, & Human Resources Support

ASISTA is seeking a consultant/independent contractor with demonstrated experience in nonprofit operations, administration, and human resources to provide remote support services in those areas.

About ASISTA:

ASISTA is a national leader in the movement for safety and justice for immigrant survivors of gender-based violence such as domestic violence, sexual assault, and human trafficking. Our experience and expertise are situated solidly at the intersection of gender justice and immigrant rights. We are part of the broader, global movement for racial justice. Our approach is intersectional, holistic, and survivor-centered. Our vision is that immigrants live in a just world free from violence. Our mission is to advance the dignity, rights, and liberty of immigrant survivors of violence. Please see our core values, below, and our anti-oppression statement [here](#). We invite you to learn more about ASISTA [here](#).

Scope of Work:

The consultant will provide support services to ASISTA's Executive Director (ED) as well as other key staff, consultants, and stakeholders, as needed, including in the following areas:

Administrative & Program Support:

- Schedule meetings and manage logistics related to calls with partners as needed
- Update ASISTA calendars, such as holiday calendars, annually and as needed
- Check and then route and/or respond to ASISTA voicemail each weekday
- Support the Program Associate in handling administrative aspects of virtual and in-person trainings as needed
- Arrange logistics for the Annual Board/Staff Retreat
- Support the Board of Directors as needed and designated by the ED

Operations:

- Lead the organization and retention of ASISTA files and resources
- Purchase and distribute computers and related equipment as needed; maintain related records
- Create RFPs as necessary and administer contracts, including tracking renewals and amendments and securing executed copies
- Coordinate with contractors as needed on operational issues, such as database and website support
- Work closely with staff and finance consultants on travel logistics, reimbursements, etc.
- File and maintain charitable registrations for ASISTA in each state that requires it
- Maintain and ensure compliance of organizational documents such as employee handbook, bylaws, IRS 501c3 designation, and state registrations

HR:

- Update timesheet templates for staff annually or as needed
- Ensure the functionality of HR and benefits policies, procedures, & programs

- Manage the organization's insurance policies and related reports, such as General and Professional Liability, D&O, and Workers' Compensation
- Lead the annual open enrollment process for employee health insurance
- Coordinate the onboarding and orientation of new employees
- Maintain personnel files for each employee

Other:

- Work with ED and other staff and/or board as needed on special projects, such as updating personnel policies
- Other tasks as agreed to between the consultant and the ED.

ASISTA seeks a contractor who can demonstrate:

- Strong organizational and time-management skills with excellent attention to detail
- Proficiency in Google Workspace (Drive, Docs, Sheets, Calendar), Zoom, and other common productivity tools
- Ability to handle confidential information with discretion
- Excellent written and verbal communication skills
- Responsive, reliable, and comfortable working independently in a remote environment
- Commitment to ASISTA's mission and values

Compensation & Logistics:

This is a remote consultant position for which ASISTA has budgeted \$37/hour. ASISTA estimates that the tasks to be assigned will require a time commitment varying between 2–5 hours per week, with occasional surges of up to 10 hours. While contractors have other clients and set their own hours, some availability during standard U.S. business hours is required.

To Apply:

Please submit a resume, cover letter, and three references to kirsten@asistahelp.org w/subject line: Ops/Admin/HR Contractor

ASISTA's Core Values:

- **Diversity:** We understand the intersecting nature of multiple forms of identity and oppression, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate inequality and systems of oppression, including patriarchal and white supremacist structures.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.