



**National Law Enforcement Officers
Memorial Fund (NLEOMF)
Job Description**

Position: Operations Associate

Reports to: Executive Director - Memorial

Direct Reports: N/A

Summary of Position: The Operations Associate holds a vital position within the National Law Enforcement Officers Memorial Fund. The person who fills this position is a key member of the Memorial team and instrumental in maintaining the beauty and condition of the Memorial site. This person also holds responsibility in welcoming and providing help and information to visitors of the Memorial.

Primary Areas of Responsibility:

- Maintenance and clean-up of the Memorial site keeping it in pristine condition 365 days a year.
- Snow removal, leaf removal, trash removal, making sure that the Memorial is always prepared for its visitors
- Able to give a tour to guests if needed
- Expected to carry extra workload during Police Week (May) and Police Weekend (October)

Knowledge/Skills/Abilities:

- 5 years' work experience.
- General knowledge and appreciation of law enforcement profession.
- Motivated, adaptable, flexible, and able to work in a fast-paced environment.
- Detail-oriented with good organizational skills.
- Able to multi-task and work independently.
- Excellent interpersonal skills.
- Proficient computer skills, including Microsoft Office 365

Working Conditions:

Outdoors and able to lift 51 lbs.