



Administrative Coordinator Job Description

ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy. Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. Embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

OUR VALUES

CCEJ uses an anti-oppression and liberatory framework to guide our work and organizational culture. Within this are the following guiding principles:

- **No one is disposable:** Everyone is important and we need everyone in this work.
- **Forgiveness and redemption are critical parts of justice.**
- **The United States was built on oppression:** Changing how it fundamentally works is the only way to truly end oppression for all.
- **No one is free until all of us are free:** Oppression and justice for all of us are interconnected.
- **Justice can only be achieved together:** Working for justice demands that we build solidarity and work to be allies.
- **Another world is possible:** Oppression can and will end through our collective work.
- **Restorative choices are always available to us:** Responding to conflict in ways that build accountability and trust is always a choice we can make.
- **Healing work is justice work:** In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ's work is focused on building individual and collective power to end structural forms of oppression and cannot happen without all of us. For this reason, CCEJ strongly encourages and welcomes applications from Black people, Indigenous people, LGBTQI+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.

ABOUT THE TEAM

The Development and Operations team is responsible for CCEJ's fund development efforts, finance & accounting, human resources, office administration, and information technology management. The team works closely with all staff and Board to co-create an organizational culture based in the values of sustainability, equity, accountability and appreciation.

POSITION OVERVIEW

CCEJ seeks a seasoned person that is values-driven, adaptive, self-directed, and passionate about providing individuals, teams, and organizations with the highest quality of services, to join our team as

an Administrative Coordinator. Reporting to the Director of Development and Operations, the Administrative Coordinator is responsible for day-to-day bookkeeping, donor acknowledgement, file and archive coordination, IT and office administration, as well as logistics and planning for certain special events. The position requires working collaboratively with all staff to ensure responsive and smooth office and event operations, and will also participate in engaging donors to support CCEJ's mission. The ideal candidate has a working knowledge of nonprofit accounting and finance, fund development, office administration and event coordination.

This is a full-time exempt position that will combine in-office and remote work during the ongoing COVID-19 pandemic.

If you were the Administrative Coordinator right now, you would potentially be:

- Providing behind-the-scenes tech support for an online diversity & inclusion conference
- Using the donor database to create a mailing & stewardship list for an upcoming fundraising appeal
- Conducting fiscal year closeout bookkeeping activities in preparation for the annual audit
- Identifying technology purchases to enhance CCEJ's ability to conduct remote trainings and programs

RESPONSIBILITIES INCLUDE:

Bookkeeping

- Create financial transactions and reports and post information to QuickBooks including invoices to customers, cash receipts, and supplier invoices.
- Record cash receipts and make bank deposits
- Pay invoices in a timely manner, taking reasonable discounts where possible
- Pay any debt as it comes due for payment and monitor debt levels and compliance
- Ensure that accounts receivable are collected promptly
- Assemble information for external auditors for the annual audit
- Maintain an orderly accounting filing system
- Process cash, credit card, stock and other donations and ensure they are accurately acknowledged in a timely manner

Office Administration/Operations/Technology

- Coordinates maintenance of phones, copiers and printers and computer/information systems
- Coordinates with CCEJ's IT Vendor to ensure that all IT systems and equipment are up-to-date and in working order
- Coordinates the "CCEJ Store", including managing inventory, communicating with customers, and shipping orders.
- Conducts administrative filing and archiving
- Orders and maintains administrative and program supplies
- Works with all staff to maintain good organization and cleanliness of office space
- Develops and manages system for staff use of communal office space
- Answers phones and checks mail as requested

Fund Development & Special Events

- Contributes to the creation of fund development and communications strategy and calendar
- Coordinates mailed annual fundraising appeals
- Leads the planning and execution of certain special events, including committee management, development of timelines and logistics, design of marketing materials, vendor communications, equipment rental, and other related tasks.
- Maintain CCEJ's supporter database (E-Tapestry) with accuracy and integrity, including campaign tracking, updating donor profiles, entering gifts, pledges and staff notes
- Contributes to content for website, social media, e-newsletters, annual report, brochures, direct mail appeals, and specialty publications

Preferred Qualifications

- At least three years of related work experience and/or equivalent education
- Knowledge of nonprofit accounting processes and familiarity with Quickbooks Online
- Comfort with using a range of computer software and donor database/CRM programs; if unfamiliar with a platform, ready to be trained (Microsoft Suite, Google Suite, Adobe Acrobat, Zoom, Wordpress, eTapestry and Constant Contact)
- Excellent interpersonal and telephone skills; patient and adaptable when responding to staff and stakeholder needs
- Exercises good judgment in handling confidential and sensitive information
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks
- Strong ability to be self-motivated in executing work responsibilities
- At least 2 years of experience working or volunteering in a social justice field with intersectional lens of power and liberation
- Demonstrated experience working in a respectful and collaborative manner with marginalized communities targeted by the systemic inequities, such as People of Color, LGBTQIA+ communities, youth, people with disabilities, religious minorities, and immigrant communities
- Must have valid California Driver's License, reliable transportation and proof of insurance

SALARY & BENEFITS

This position is full time, non-exempt. Salary range is \$54,000 - 56,000. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.

APPLICATION PROCESS

Please email your resume and responses to the below questions with the subject line "*Administrative Coordinator*" to Jessy Needham, Director of Development and Operations, at info@cacej.org. Cover letters are not required. Applications submitted by October 1, 2021 at 5:00pm will be prioritized. We are unable to respond to direct inquiries about this position (emails, phone calls, etc). Please submit your information following the process. Thank you in advance for your interest.

In no more than 200 words per question, please share your responses to the following:

1. As we emerge out of the COVID-19 pandemic, CCEJ is focused on deepening the alignment of our work. One of the ways we will be activating our commitment to justice is by being more direct about the impact of oppression and values around liberation that guide us. We are

looking for future team members who are excited about joining us in our journey of speaking truth to power in all of our programming.

- a. *Why is this position the right one for you at this time in CCEJ's organizational trajectory?*
2. CCEJ is a values-driven organization where we consistently reflect on and seek to activate our core values in decision-making, program delivery, relationships, and other key parts of our organizational culture.
 - *What values are central to your work and how do you activate them day-to-day?*
3. Working in a nonprofit organization offers the opportunity to directly address structural problems in society that create inequities and strip away people's human dignity. CCEJ's pursuit of our mission often requires periods of intensive work to reach our goals.
 - *How do you take care of yourself and set healthy boundaries during periods of focused and intensive work?*
4. Conflict is an important part of CCEJ's mission and work. We approach conflict as a healthy and necessary part of relationships between individuals and within communities. We believe that engaging with conflict directly and honestly can serve as a path for change and justice.
 - *How do you engage in conflict at work?*
 - *What are the places you are still growing in?*
5. CCEJ provides all staff with regular Thinking & Reflection Days to support staff to take time to reflect, process, think, create, draw, write, or read on topics that expand their capacity to better reach our mission, without the pressure of meetings, email, or other usual parts of work.
 - *What would your first Thinking & Reflection Day at CCEJ look like?*