

PART-TIME POSITION (30 hours/week)

ADMINISTRATIVE COORDINATOR JOB ANNOUNCEMENT

Applications will be accepted on a rolling basis until the position is filled.

About Communities United for Police Reform: [Communities United for Police Reform \(CPR\)](#) is an unprecedented campaign to end discriminatory and abusive policing practices in New York City, and to build a lasting movement that promotes public safety based on cooperation and respect – not discriminatory targeting and harassment.

Administrative Coordinator Summary: The Administrative Coordinator will be responsible for carrying out a range of administrative and financial responsibilities; and will provide administrative/logistical support for development purposes, to the Director, and for events and meetings. As a member of a small staff team, the ideal candidate is detail-oriented, committed to CPR's issues, flexible and effective in a fast-paced and evolving environment, and has a great sense of humor. In addition, this position will also coordinate work on special projects, as time permits.

RESPONSIBILITIES

- **Office Administration & Operations:** Includes oversight of office supplies and equipment orders; coordination of needs related to physical office space and office IT issues; researching vendors and negotiating contracts/policies and terms; managing mail correspondence; coordinate human resources and benefits administration needs with CPR's fiscal sponsor; coordinate legal compliance (ensure that all city, state, federal filings and registrations are current and complied with; coordinate compliance with applicable governmental regulations); coordinate recruitment and hiring processes for new hires, interns and volunteers; maintain administrative and operations filing systems; serving as staff liaison for tenant/landlord matters; development and updates of administrative policies, as needed.
- **Fiscal Management,** in collaboration with fiscal sponsor and relevant staff: manage accounts payable and receivables; payment and invoice processing; draft financial reports; assist in coordination of annual budgeting process, modifications and cash flow projections; coordinate budget monitoring; and development of fiscal policies, as needed.
- **Logistics support** for CPR events/programs, including securing meeting/event space; ordering refreshments/food for meetings/events; coordinating translation, interpretation and childcare needs; coordinate travel logistics for major events and staff/steering committee travel.
- **Director and senior staff support:** Assist with coordinating/managing Director's calendar, including scheduling meetings. Additional administrative support includes: preparation/follow-up for meetings and events; logistical, travel, fiscal/time reporting; communication, research and other support for key projects; administrative support for other senior staff, as needed.
- **Resource development support:** Database management and support related to fundraising activities and external relationships (including data-entry, report-generation, generating timely pledge/donor acknowledgements).
- **Volunteer and intern recruitment and supervision,** to advance CPR priorities.
- **Other:** Participate in staff meetings; participate in other campaign meetings as requested; other projects, as needed.

QUALIFICATIONS AND SKILLS OF IDEAL CANDIDATE:

- **Passion for/knowledge of police accountability issues, and demonstrated commitment to the vision and values of CPR.** Knowledge of key issues, commitment and demonstrated experience working with diverse communities directly affected by discriminatory policing, including: communities of color, low-income people, youth, LGBT people, homeless people, immigrants, Muslim communities, women, and people with disabilities. Familiarity with community organizing and social justice preferred.
- **Minimum of 4-5 years experience with administrative and operations management,** ideally in the context of social justice organizations. Loves problem solving, and able to operate independently.
- **At least 3 years experience with financial management,** systems and controls; strong financial management background.
- **Strong communication skills,** including: excellent writing; ability to communicate effectively with a variety of audiences; experience working well in teams.
- **Loves getting details right and excellent organizational skills:** creative, results and detail-oriented, excellent follow-through, and able to manage and prioritize multiple responsibilities within deadlines.
- Experience with data-entry and managing databases (e.g. civi-crm).
- Experience recruiting, retaining and supervising volunteers/interns.
- Experience and proficiency in Microsoft Office applications, email and internet software, and other information technologies required.

Position Reports to: Director

Compensation and Schedule: This is a part-time, 30 hour/week position. Salary is commensurate with experience and qualifications. Generous benefits package. Most work will be during business hours, but schedule varies based on activities of the campaign, and will require working evenings and weekends, as needed.

How to apply: Please send your resume, a cover letter, and contact information for three professional references to jobs@changethenypd.org. Include the position title: “Administrative Coordinator” in the email’s subject line. The position will be open until filled. No phone calls please. We appreciate all applicants, but please be advised that we can only respond to those we intend to interview. For more information about CPR, please visit our website at www.changethenypd.org

Communities United for Police Reform (CPR) is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, sexual orientation, gender identity, age, ethnicity, national origin, religion, or disability.