

**Job Announcement**  
***Every Child Administrator***  
***Every Child Oregon***

**Organization Description:**

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

The position detailed below primarily supports Every Child ([www.everychildoregon.org](http://www.everychildoregon.org)). As context, Every Child Oregon is a statewide initiative focused on providing tangible and systemic supports for those impacted by foster care.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit [www.thecontingent.org](http://www.thecontingent.org).

**Position Summary:**

The Every Child Administrator will provide organizational and administrative support to the Co-Directors of Every Child Oregon and further the expansion efforts and on-going work of Every Child in each county across the state of Oregon. This role will be responsible for managing updates of the Every Child website, entering data and updating contacts in the organization's CRM tool; providing timely and professional communication, support, and dissemination of tools and marketing materials to Every Child county affiliates and Foster Parents' Night Out (FPNO) sites; drafting regular statewide newsletters; documenting critical meetings; and supporting the coordination of logistics for Every Child events.

The Every Child Administrator will work most closely with the Co-Directors of Every Child, supporting the statewide team and affiliates via this primary working relationship. The ideal candidate for this role is passionate about radical hospitality as displayed through administration. They understand the importance of administrative support and as such, delight in bringing processes to life, following through with timely communication, initiating opportunities for increased efficiency, and executing administrative tasks with excellence. The best leader for this role is excited about bringing their administrative skills to serve kids, youth, and families impacted by foster care.

**Duties & Responsibilities:**

The Every Child Administrator duties include, but are not limited to:

#### Communications & Website Management

- Draft and manage distribution of Every Child Oregon Newsletters to be shared across Oregon
- Regularly populate <https://everychildoregon.org/category/stories/> with up-to-date stories and media coverage
- Provide updates to Every Child Oregon website as needed
- Audit local Every Child County websites for alignment with Every Child branding, tone, and voice
- Represent Every Child at conference exhibits or community events where Every Child hosts a table or booth
- Create slide decks for presentations and trainings
- Schedule critical meetings and track annual timelines with Every Child affiliates across the state
- Refine and grow current affiliate communication structure

#### Tracking and Program Support

- Track, coordinate, and facilitate electronic storage of quarterly reports from Every Child affiliates
- Track, coordinate, and facilitate electronic storage of Every Child Licensing Agreements, Certificate of Insurance, programming fees, and Site Agreements for Every Child affiliates and FPNO sites
- Assist in management of technical support and marketing requests received electronically from Every Child affiliates across Oregon
- Resource Every Child staff and affiliates regarding Every Child's cloud storage software (Microsoft SharePoint)

#### Knowledge and Resource Management

- Manage ordering, printing, and shipping to statewide Every Child affiliates of Every Child and Foster Parents' Night Out swag, t-shirts, marketing materials, and other collateral
- Manage, organize and maintain inventory of in-office printed Every Child marketing materials and swag inventory
- Document critical meetings and organize tasks and next steps using Every Child's project management software (Asana)
- Manage and organize Every Child team files, documents, and resources in Sharepoint
- Input and manage Every Child contacts in CRM database, updating contact records as needed
- Coordinate Every Child Brand and technology on-boarding for new staff for local Every Child organizations
- Develop processes for supporting Every Child affiliates

#### Event Planning and Coordination

- Provide on the ground support for local Every Child events or fundraisers hosted in the metro and surrounding areas
- Manage bookings and relationships for venues, catering and social/team-building activities
- Coordinate accommodations for event participants

- Work closely with Every Child Co-Directors to design and order Every Child swag or gifts for participants and staff
- Organize and coordinate community meetings for recruitment of EC leadership
- Coordinate travel, venue, and hospitality for community meetings
- Provide follow up communications from meetings and events, sharing documentation, tools and resources

### Personal Qualifications:

- Commitment to the mission of The Contingent and Every Child
- Bachelor's Degree or equivalent experience
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, religious, and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families
- Demonstrated commitment to diversity, equity, and inclusion
- Deep commitment to serving vulnerable kids and families and those in the government who work with them
- Pro-active communicator with strong writing and phone skills
- Strong organizational and administrative skills, with high attention to detail
- Self-motivated, flexible and receptive to constructive feedback
- Experience in providing excellent customer service
- Adaptable to changing situations and processes
- Experience in developing processes, systems, or training guides to support continuous improvement
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and WordPress preferred.
- Ability to travel around the State of Oregon (approximately 10-15% of this job may require travel outside of Portland metro) with Oregon State-issued Driver's License, active car insurance, and car.

### Employment Terms, Accountability, and Compensation:

- Full-time position
- Competitive salary, commensurate with prior experience
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth and families
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal and parental leave; flexible work environment

### Anticipated Start Date:

May 17, 2021

### Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to [hiring@thecontingent.org](mailto: hiring@thecontingent.org).

*All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*