

Job Announcement *Operations Administrator*

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.

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.

Position Summary:

The Operations Administrator is responsible for aiding the Director of Operations, The Contingent's President, and The Contingent's CEO, in support of The Contingent's programmatic and operational commitments. This leader is an integral member of The Contingent team as their skills in coordination, administration, event development, written communication, and staff enrichment equip them to support The Contingent staff, vendors, and community partners.

This leader is deeply invested in The Contingent's mission and vision and sees their giftings as a good fit for the organization's needs. They are passionate about using their unique skills to support The Contingent's programmatic and operational efforts to care for the most vulnerable and breakdown systemic injustices. They thrive in working behind the scenes to serve, equip, and empower others. This leader is excited about stepping into needs as they arise. They are a creative problem solver and delight in doing whatever is needed to move the needle on big picture projects.

The Operations Administrator is flexible, thorough, communicative, gracious, warm, spurred on by variety, and passionate about serving their community through The Contingent. He/she sees this position as an opportunity to leverage his/her skills in administration and special projects coordination to support The Contingent staff & strategic growth priorities. By providing leadership in various administrative and coordination tasks, the Operations Administrator will increase the capacity of the Operations Team, the effectiveness of the Executive Team, and the sustainability of The Contingent staff.

Duties & Responsibilities:

Human Resource Administration

- Lead payroll administration for the organization
- Maintain up to date records of all staff, modifying entries in TC's Human Resource Information System (HRIS): Zenefits
- Aide the Director of Operations, TC President, and TC Bookkeeper in the administrative onboarding of new staff, exiting of former staff, and adjustments to payroll, benefits, etc. during a staff member's tenure with TC (including organizing new hire paperwork, collecting timesheets, facilitating changes with employee information, etc.)

Hospitality & Office Management

- Practice generous hospitality through preparing office and meeting spaces for key TC activities including staff gatherings, interviews, community meetings, meetings with donors, etc.
 - o Note: In the era of COVID-19 this often involves picking up materials and bringing them to the office for pick-up by staff
- Respond to inquiries (via phone and email) related to The Contingent
- Create, manage, and maintain office supply inventory, office snack inventory, office wide calendars, etc.
- Organize staff gatherings and champion office celebrations
- Coordinate office vendors and related hospitality purchases
- Develop recommendations for process improvement

Organizational Communication & Administrative Support

- Compile and edit documents with an eye towards clear and compelling communication
- Review written materials and synthesize feedback from various parties
- Organize charts, excel sheets, reports, and other written materials
- Assist with various one-off tasks as needed (ex. mailing the monthly donor letter)
- Conduct administrative tasks as assigned
- Ghost writing

Event & Special Project Coordination

- Serve as event coordinator for The Contingent (virtual and in-person)
- Support special initiative events (ex. Emerging Leaders Mock Interviews)
- Aid the Executive Team and Director of Operations in coordinating partners for written proposals and associated materials including, but not limited to, concept papers, grants applications, and other endeavors where an internal project coordinator is needed to facilitate communication and timely delivery on The Contingent's communication

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Know Me Now, and Empowering Leaders and sees their personal mission as bringing The Contingent to life through supporting staff
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural and socio-economic backgrounds throughout Oregon
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Ability to articulate a position on the importance of the faith community engaging under-represented children, youth and families
- Deep commitment to serving under-represented kids, youth and families and those in government who work with them
- Adaptable to changing situations and processes
- Excellent writer
- Delights in helping people
- Prioritizes timely communication
- Self-starter
- Team player with a desire to learn
- Creative, inventive, and cares well for people
- Sees people and their needs and delights in connecting the dots
- Highly adaptable
- Attention to detail
- Strong follow through
- Values a high level of communication & transparency
- Action-oriented
- Legally eligible to work in the United States

Employment Terms, Accountability, and Compensation:

This position is a full-time, salaried position with hours that will fluctuate in accordance to heavier project/event weeks.

Anticipated Start Date:

May 1, 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. Finalists for this role will need to meet with both co-founders of The Contingent before an offer is made.

Application materials should be emailed to hire@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.