

**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 – and soon, the four corners of our country. 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](http://www.thecontingent.org).

The position detailed below primarily supports Every Child ([www.everychildoregon.org](http://www.everychildoregon.org)). Every Child Oregon is a statewide initiative at The Contingent, focused on mobilizing community to provide tangible and systemic supports for those impacted by foster care. Every Child seeks to recruit and offer encouragement and support to resource (foster) families in an effort to provide a safe and strategic home for every child in Oregon.



*\*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz [k.bartz@thecontingent.org](mailto:k.bartz@thecontingent.org) for additional information.*

**Position Summary:**

The Every Child Administrator will provide organizational and administrative support to the Senior 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. Every Child Oregon is a federated model which licenses and empowers local affiliate organizations to implement resource parent recruitment and support efforts, and coordinate volunteer initiatives at the local level. This role will be responsible for providing timely and professional communication, support, and dissemination of tools and resources to Every Child affiliates across Oregon; organizing and documenting critical meetings; and coordinating logistics for Every Child shared learning communities and events.

The Every Child Administrator will work most closely with the Senior 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, providing customer service and support to affiliates, problem solving when needed, 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

- Help capture and curate stories from the field to be highlighted on social media and Every Child Statewide Newsletters
- Coordinate communication and create “Placement Desk Requests” on social media for children in urgent need of a resource (foster) home
- Regularly populate <https://everychildoregon.org/category/stories/> with up-to-date stories and media coverage
- Audit local Every Child County websites for alignment with Every Child branding, tone, and voice
- Craft, edit and distribute weekly newsletters with timely updates and reminders to Every Child affiliate teams
- Coordinate calendar and monthly meeting agenda for affiliate “Communities of Practice” (groups of subject matter-specific field staff, such as marketing & communications and fundraising & development)
- Create slide decks for presentations and trainings
- Represent Every Child at conference exhibits or community events where Every Child hosts a table or booth (not frequent, but on occasion)

### Tracking and Program Support

- Track, coordinate, and facilitate electronic storage of Every Child Licensing Agreements, Certificate of Insurance, programming fees, and quarterly data reports for Every Child affiliates
- Assist in management of requests related to technical support and marketing materials received electronically from Every Child affiliates across Oregon
- Resource Every Child staff and affiliates regarding Every Child’s cloud storage software (Microsoft SharePoint)
- Manage timelines and communication for annual strategy meetings with each local Every Child affiliate, equipping Senior Directors and affiliate leaders with key data and program outcomes, and tracking licensing agreement renewal processes
- Become proficient in The Contingent’s data tracking and management system, housed in a Microsoft CRM (Customer Relationship Management) platform customized to Every Child’s community mobilization work

### Knowledge and Resource Management

- Manage ordering, printing, and shipping to statewide Every Child affiliates of Every Child, 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

#### 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 Senior 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
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, religious, and socio-economic backgrounds throughout Oregon
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Ability to articulate a position on the importance of faith communities engaging vulnerable children, youth, and families
- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- 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
- A gifted communicator, with experience in providing excellent customer service
- Adaptable to changing situations and processes

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and WordPress preferred
- Bachelor's Degree or equivalent experience
- 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 (range: 38-45k depending on 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 and 80% for dependents), generous paid holiday, vacation, sick, personal, and parental leave, flexible work environment

### Start Date:

June 1, 2022, or sooner.

### 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.*