

The Contingent Job Announcement

Position: Administrative Coordinator

Division: Empowering Leaders

Initiative: Emerging Leaders

Opportunity Summary:

Are you able to take complex problems and turn them into practical solutions? Do you thrive in environments where you have the agency and accountability to communicate nuanced ideas and create sustainable processes? Are you energized by collaboration and partnership? Are you able to multitask? Do you possess extraordinary organizational skills and excellent problem-solving skills?

The Administrative Coordinator role is a unique opportunity for an individual who is poised to display creativity in innovating new program solutions and efficiencies. The ideal candidate possesses strong written and verbal communication skills, demonstrates attention to detail, commitment to excellent customer service, and a drive to learn and grow in their skillsets. In line with The Contingent's central commitment to equity and radical hospitality, the Administrative Coordinator will work within the Emerging Leaders team to strategize best practices for communicating essential information to diverse populations, efficiently meeting crucial and specific initiative needs through the lens of excellence, empathy, and compassion.

Personal Qualifications:

- Commitment to the mission of The Contingent, including its initiatives: Every Child, Emerging Leaders, and SINE
- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect.
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders.
- Demonstrates a passion for operational, technical, and customer experience excellence.
- Relates well and works effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds.

Education and Experience

- Requires 3+ years of administrative experience.
- Experience in developing written instruction/materials.
- Proficient in Asana or other task and project management software is preferred.
- Experience working with Microsoft Dynamics 365, or another CRM (Customer Relations Management) platform.

Knowledge, Skills, and Abilities:

- Demonstrates strong data management skills; excellent ability to enter, track, analyze and provide recommendations and learnings on data based on insight.
- Effective communicator with strong written, verbal, and public speaking skills that is experienced in engaging with diverse audiences.

- The role is highly administrative and requires a candidate with attention to detail, energy for documentation and coordination, and warmth for engaging program participants.

Employment Terms, Accountability, and Compensation:

- Full-time (40 hours), exempt position, Competitive salary, \$43,000 - \$55,000 (doe)
- This position requires some evenings and weekends.
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave.
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!

Anticipated Start Date:

March 1, 2023

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest. (Please include how you first heard about this position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing "**Administrative Coordinator, EL**" sent to hire@thecontingent.org

******Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.******

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.

Equal Opportunity Employer