

**The Contingent**  
**Job Announcement**  
**Program Administrator, ECOR**

**Opportunity Summary:**

Do you enjoy interacting and developing relationships with diverse communities across Oregon? Do you have creative writing skills? Do you delight in bringing processes to life? Can you work jointly with community members, government partners and stakeholders? Are you a whiz at crafting documents and creating presentations? Are you passionate/interested/curious about practicing radical hospitality?

The Every Child Program Administrator will provide organizational and administrative support to the Senior Director 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 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.

**DUTIES AND RESPONSIBILITIES:**

COMMUNICATIONS

- Assist Sr. Director with developing annual marketing calendar for Every Child Statewide Storytelling
- Create slide decks for presentations and trainings

AFFILIATE SUCCESS AND PROGRAM SUPPORT

- Provide on-going support to Every Child Affiliates by supporting the creation and operation of a help desk, managing affiliate requests for materials and tools, technical support, and marketing materials
- 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

- Document critical meetings and organize tasks and next steps using Every Child's project management software (Asana)
- Organize and coordinate community meetings for recruitment of EC leadership
- Coordinate travel, venue, and hospitality for community meetings

**PERSONAL QUALIFICATIONS:**

- Commitment to the mission of The Contingent, including Every Child, Emerging Leaders, and Survival Is Not Enough (SINE)
- 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
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in business or non-profit administration, social work, or related field preferred or 4 years of administrative or coordinator level experience

### EMPLOYMENT TERMS, ACCOUNTABILITY, AND COMPENSATION:

- Full Time, exempt salaried role offered at a range of \$43,000 - \$50, 000 per year doe
- 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
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST (7- 1pm HST, 10–5pm CST, 12-6pm EST).
- This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home)
- This position is in Portland Oregon
- 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:** June 15, 2023

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the 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 “**Program Administrator**” to [hiring@thecontingent.org](mailto:hiring@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