



1714 Franklin Ave Suite 321-100 Oakland CA, 94612

JOB LISTING

If you are task driven and always looking for creative ways to improve processes in support of a talented team of educators and thought leaders in a cool work environment, then keep on reading! We are seeking a **Project Administrative Coordinator** to provide support for our next phase of growth.

POSITION: Project Administrative Coordinator

WHO WE ARE

Flourish Agenda is an innovative social justice non-profit organization that works with schools, youth serving organizations, foundations, and local governments to build and implement strategies that allow young people of color to flourish. We are the providers of the Healing Centered Engagement approach, tools, and research. We build the strategies that are necessary to reimagine how systems shift the way they support young people of color and the adults who serve them.

At Flourish Agenda we believe that our community's collective passion, dedication, and shared vision of healing is what transcends our work into a lifestyle. We have a saying amongst our team, "Together We Flourish," a joyous affirmation that our collective healing cultivates the transformation that people, and institutions are longing for.

We are grounded in the following values as we discover new ways to flourish.

Our Values

- **Self-reflection** – taking responsibility, honesty, integrity and the ability to engage in on going self-reflection.
- **Possibility thinking** – Bold creativity and innovative problem solving for our organization and clients.
- **Transformative relationships** – Cultivating ways to work collaboratively together. We are team, and teamwork makes a difference for clients and communities.
- **Well-Being** – Flexibility, fun and work life balance that supports the whole person
- **Justice** – Fairness, and belonging that recognizes, diverse ideas, culture, ethnicity, gender expression.
- **Accountability & Grace** – Accepting responsibility for one's actions and compassion for people when they make mistakes.

Together we flourish.

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POSITION SUMMARY

The Project Administrative Coordinator reports to the Director of Client Engagement and provides comprehensive administrative and technology coordination to the Project Managers on behalf of clients. This position assists with general programmatic and administrative support tasks, including scheduling, documentation, external communications, and technology coordination. The Project Administrative Coordinator will play a core role in helping the projects run smoothly as we continue to grow and scale our work. We are a small team and new things come up all the time—the Project Administrative Coordinator should be resourceful and ready to dive into any new project that comes up!

The Project Administrative Coordinator will work collaboratively with the Flourish Agenda Project Director, Project Managers, and other team members.

ESSENTIAL FUNCTIONS

Administration

- Assist with scheduling meetings for Program team
- Documentation of program team and client meetings
- Assist in creating PowerPoints and agendas for project team
- Maintain digital program files and organization's digital filing systems
- Support with preparing sub-contracts for consultants and submitting invoicing
- Coordinate meetings and conference calls; assist with preparation of meeting materials and arrange catering as needed
- Manage program inventory of supplies and collateral material
- Provide general administrative support including data entry, filing, etc.
- Assist with special projects or other duties as requested

Technology

- Create events on Zoom and other webinar platforms and send out links to participants
- Create supporting documents -using the agencies online platforms such as Canva
- Conduct tech and sound checks with members of the team prior to live events
- Troubleshoot technological program presentation issues. Provide written analysis and feedback following events for the issues addressed.
- As assigned, provide written recommendations for improvements in process, software, and equipment to address issues in program delivery.
- When on a live event:
 - Assist with studio set-up
 - Support with creating breakout rooms and waiting rooms
 - Monitor chat and tech questions to support participants
 - Assist with screen share and music when needed
 - Provide appropriate supporting URL links to participants (such as Jamboard or Padlet link and survey link)

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WE ARE LOOKING FOR SOMEONE WHO HAS...

- Strong skills in creating internal systems and organizing program content
- Administrative experience within a community-based organization
- Some familiarity with youth development principles and practices
- Three to five years of experience in an administrative and office support capacity
- Experience using Salesforce, MailChimp, Survey Monkey, Asana and PandaDocs, highly desirable
- Proficient skills in using the presentation platform Zoom with a preference for knowledge of ECamm Live, Miro, transcription, white board or other online platforms and integrations.
- Demonstrable administrative experience and experience working in communities and organizations of color.
- Experience in successful administrative leadership in a work environment based on collaboration, trust, and teamwork.
- Strong strategic thinking and planning skills that lend themselves to supporting multiple projects at once and independently resolving conflicts and challenges that arise
- Excellent writing and verbal communication skills.
- Self-directed and excited to work in a start-up like environment
- Strong alignment with Flourish Agenda's mission and values and our foundational commitment to transformative leadership principles and practices.

JOB TYPE

This hourly position is full-time and fully benefited.

COMPENSATION

The hourly rate for this position \$28.85.

BENEFITS:

Benefits include sick and vacation time, medical expense reimbursement plan, FSA plans, 401k retirement plan with matching, wellness reimbursements and home office expense reimbursement.

WORK HOURS/SCHEDULE

The Project Administrative Coordinator generally works during traditional business hours, Monday to Friday, 9 am-5 pm. This position will work remotely and in our broadcast studio in Oakland. There are also limited in-person meeting requirements.

The position requires occasional early morning, evening, and weekend hours.

HOW TO APPLY

Candidates should upload resume and cover at flourishagenda.com/careers (<https://flourishagenda.com/careers/>). Applications will be reviewed as received.

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DEADLINE

The deadline to apply is Friday, January 28th, 2022.

Flourish Agenda is an equal opportunity employer and highly values diversity. People of color are strongly encouraged to apply. Employment decisions are based on merit, qualifications, and skills.

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