



Job Announcement: Administrative and Fiscal Associate

Overview

Join us in building a grassroots movement of parent leaders working for economic, racial and social justice for families. Community Organizing and Family Issues (COFI) builds the leadership, power and voice of low-income parents to fight for equity on behalf of their children and families. COFI is looking for an outgoing, well-organized team player to work in COFI's Administrative and Fiscal Department. COFI works with parent leaders (mostly mothers and grandmothers) in Black and Brown communities across Illinois on leadership development, local organizing campaigns and larger public policy initiatives aimed at making policy and systems more equitable and responsive to the needs of all families. This position will support administrative and fiscal tasks needed by the organization.

Who We Are

COFI is an organizing center that elevates the voices of parents living in challenged communities of color through:

- **Local Organizing:** COFI trains and organizes neighborhood and school-based parent teams to take action on issues they identify as important to improving life outcomes for children.
- **Policy and Systems Change Organizing:** COFI unites parent leaders across neighborhoods, race and ethnicity to impact policy changes of priority benefit to children and families.
- **Sharing the Learning:** COFI provides training and resources to parent-led organizations around the country.

COFI's innovative model of leadership development and community organizing, [The COFI Way](#), emphasizes the interconnection between personal struggles and broader community issues and builds capacity for parent leaders to address these issues through collective action. Through COFI's intensive and systematic leadership development and organizing process, parents develop skills, confidence and the organized power to win improvements in schools, communities, and public policies.

What You'll Do

The Administrative/Program Associate position's primary functions are to perform administrative and clerical tasks that support the administrative, fiscal, and program staff at Community Organizing and Family Issues (COFI). The position also may be asked to assist the Executive Director and support Board of Trustees meetings and correspondence. The Administrative and Program Associate reports to the Administrative Manager.

The Administrative and Fiscal Associate's responsibilities will include:

- Provide welcoming environment to visitors and staff, answer the phone promptly and serve as receptionist, route phone calls and take complete messages, greet and direct visitors.
- Maintain shared office spaces, prepping the office space for the work day, managing office calendars, and keeping space tidy.
- Maintain supply inventory, stock and replenish office supplies throughout office, assist with supply ordering and maintaining storage areas organized and labeled.
- Open and route mail, open and route email messages from general mailbox,
- Collect weekly itineraries, and monthly expense reports, establish and keep personnel files, maintain staff calendars (employee sick, vacation and holiday logs, parking.)
- Prepare daily deposits and twice-monthly check approvals for processing, sort and process outgoing payments, support with payroll processing, and credit card log.
- Assist with filing of administrative, personnel and fiscal files.
- Assist with troubleshooting on computers and office equipment including interacting with IT vendor.
- Provide logistical support, as needed, for COFI organizing meetings/trainings/events, including making copies, preparing packets, registration, refreshments, travel arrangements, and set up/cleanup.
- Assist with quarterly fiscal protocols, prep for yearly audit and filing of program and project files, including archiving and cataloging paper files.
- Other duties as assigned.

Who You Are

Candidates who will be successful in this job will have:

- Bachelor's Degree or the equivalent.
- Excellent organizational skills, team player ability to multi-task, detail-oriented and flexibility to manage a broad range of responsibilities.
- Minimum of one year of experience performing administrative or clerical tasks.
- Excellent/skilled computer skills (Microsoft Office Suite) required.
- Experience in bookkeeping or fiscal systems desirable but not required.

Other qualifications include:

- Knowledge, understanding of and commitment to the empowerment of low-income families. Experience working in diverse settings.
- Solid written and verbal communication skills. Bilingual (Spanish and English) verbal and written abilities are desirable but not required.
- Ability to lift up to 25 lbs, to bend, squat, reach above head.

What Else You Should Know

If hired, you will join a team of dedicated staff working across Illinois. The position will be supervised by the Administrative Manager.

We are willing to consider part-time schedules of 30-35 hours per week.

Women applicants and applicants of color are strongly encouraged to apply. COFI is an equal opportunity employer.

More information about COFI is available at www.cofionline.org.

Salary and Benefits

Starting full-time salary for Program and Administrative Associate positions range from \$45,000 to \$52,000 (depending upon experience).

Generous family friendly benefits include health, disability, life, 403(b) with employer match, paid time off, flex benefit, flexible scheduling, paid sabbatical after 10 years, and optional vision and dental. Out-of-pocket expenses and car mileage are reimbursed by COFI.

How to Apply

Please submit a resume, cover letter and COFI Employment Application to applications@cofionline.org. The application can be downloaded from our Jobs Page <https://cofionline.org/about-cofi/jobs/> or completed [here](#).

Applications may also be submitted by mail to Applications, COFI, 2245 South Michigan, Suite 200, Chicago, Illinois 60616 or by fax to 312/226-5144.

Application Deadline

Please apply by March 18, 2024.