



## Job Announcement: Administrative and Program Coordinator

### Who We Are

UPLAN is a national network of parent leaders and parent leadership organizations. We build and advance a powerful agenda to impact the policies and programs that matter to Black and Brown families in marginalized communities. Each UPLAN member organization has grassroots parents in the lead, building power and working to make change on behalf of children and families. These organizations formed UPLAN to create national impact. UPLAN operates under the umbrella of Community Organizing and Family Issues (COFI), one of the network's member organizations that serves as Lead Partner and Fiscal Sponsor.

### What You'll Do

The Administrative and Program Coordinator will work out of the Chicago office of COFI with the possibility of working remotely two days a week. Your primary role is to ensure that administrative functions are properly executed and coordinate and liaise with the UPLAN staff team. This role includes operations for events, financial systems, data tracking and reporting, communications, and programs. The responsibilities are summarized below.

- Maintain organized files of documents, records of member contact information, email lists, and demographics.
- Track data on member activities and generate reports to demonstrate impact.
- Coordinate logistics for in person gatherings, including registration, travel, reimbursements, day-of logistics, vendors, supplies, written materials, and volunteers.
- Execute logistics for 'ad hoc' partner events and meetings, including purchasing flights, reserving hotels, developing itineraries, processing reimbursements etc.
- Coordinate digital events (e.g. webinars, huddles, town halls) including online registration and back-end tech support on Zoom.
- Develop and maintain project and event-specific budgets.
- Coordinate meetings of members and external partners including scheduling, reminders, meeting materials, and notes.
- Implement financial systems including subcontracts, payments, invoicing, and memos.
- Liaise with members regarding financial transactions such as subcontracts, honoraria, and reimbursements.
- Manage written translation of documents, including in-house and contracted services.
- Support troubleshooting on computers and office equipment; liaise with IT vendor(s) as needed.
- Execute operations that support foundation fundraising including member reports and surveys.
- Administer operations of grassroots fundraising including sales of merchandise.
- Support communications including uploading content to website, blog, social media, and e-newsletter.

## Who You Are

Candidates who will be successful in this job will have:

- Bachelor's Degree or equivalent.
- Minimum of 3 years of experience performing administrative or program support work.
- Excellent organizational skills; ability to multitask, detail-oriented and flexible to manage a broad range of responsibilities.
- Excellent written and verbal communication skills.
- Excellent computer skills with proficiency in Zoom, Microsoft Office Suite and Google Suite, Slack; experience with accounting software and database management preferred; able to troubleshoot technical and computer issues and support others when these issues arise.
- Comfortability with working with online platforms and directing others to use with proficiency.
- Knowledge, understanding of and demonstrated commitment to the empowerment of low and moderate-income families. Experience working in diverse settings.
- Strong relational skills; ability to build friendly, welcoming rapport with multiple diverse stakeholders.
- Ability to coordinate projects and liaise with staff and leaders that work remotely.
- Ability to take ownership of tasks and problem solve autonomously.
- Fluent bilingual (Spanish and English) verbal and written abilities are preferred 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 small team of four dedicated staff (some onsite and some remote) and a large network of grassroots parents and organizers, with support from COFI and its 28-year history organizing Black and Brown parents from low- income communities. You will have opportunities to learn about areas of UPLAN's work like communications, resource development, governance, and event planning. At just 7 years old, UPLAN is a "young" organization. We are looking for someone who will grow with us.

Occasional domestic travel will be required. This is a full-time position that will work out of our Chicago office. The position will be supervised by the UPLAN Administrative and Program Manager.

Women and people of color are encouraged to apply.

## Salary and Benefits

Starting salary for the Administrative and Program Coordinator ranges from \$53,000-\$61,500 (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 UPLAN/COFI.

## How to Apply

Please submit a resume and cover letter to [applications@cofionline.org](mailto:applications@cofionline.org) specifying this UPLAN Administrative and Program Coordinator position. You must also fill out the COFI Employment Application by clicking [here](#) or downloading the Microsoft Word version of the Application from <https://cofionline.org/about-cofi/jobs/> and emailing it to [applications@cofionline.org](mailto:applications@cofionline.org).

## Application Deadline

Applications are due by June 21, 2024. The search will remain open until the position is filled.