



# GAMALIEL

## **Gamaliel Administrative and Executive Associate**

Gamaliel is hiring a full-time Administrative and Executive Associate to work with the staff to coordinate various administrative and operations functions.

### **About Gamaliel**

Gamaliel is a faith-based, multi-ethnic, multi-racial organizing network operating in 44 regions in 15 states. Over its 31-year history, Gamaliel has trained thousands of ordinary people, primarily in low-income urban neighborhoods, to exert their civic power to improve their lives and local communities. Gamaliel's organizing work draws on struggles for justice by people of faith spanning many nations, creeds, and cultures. Our work draws on the sacred writings of our multiple faith traditions—Christian teachings from the Bible, the Torah, Catholic social teaching—as well as the founding principles of American democracy, the U.S. civil rights movement, and many other sources. Above all, our work begins and ends in an expression of the personal faith and values of our members.

### **Primary Roles and Responsibilities**

- Administrative:
  - Manage the Executive Director's calendar, including scheduling meetings and setting up Zoom appointments.
  - Work with the Finance Director to answer general phone and email inquiries.
  - Attend, gather materials for, and take notes at Board of Directors meetings. Communicate with members of the Board of Directors as needed.
  - Manage Intern/part-time administrative staff as necessary.
- Training and Events:
  - Manage online registration and prepare physical and online materials for national events and training.
  - Assist the National Training Director in securing space for training (in person or online).
  - Manage and plan travel and accommodations for essential personnel at various trainings, including national staff members and members of the Board of Directors.
- Development:
  - Write and distribute thank you letters to individual donors and funders, including coordinating the distribution of end of the year acknowledgement letters.
  - Work with the Executive Director and Development team to implement an annual report for the Gamaliel Network.
  - Maintain the database and email lists as necessary (EveryAction).
  - Assist in all aspects of planning and executing fundraising events (1-2 a year).
- Communications:
  - Draft and send email blasts to the network for training and events, through EveryAction.
  - Maintain the database and email lists of organizers and affiliates both in EveryAction, and on the gamaliel.org member portal (WordPress).
  - Contribute to the social media presence of Gamaliel.
- Technology:
  - Maintain various tech platforms alongside the IT lead — Google Shared Drives, Gamaliel.org (WordPress), Gamaliel National Calendar (Google Calendar)

**Position Requirements**

- The position is fully remote, candidates may be based anywhere in the U.S. The person hired for this position must have access to internet and the ability to meet over Zoom (laptop and phone will be provided for you upon hire).
- Working knowledge of or willingness and ability to learn various tech platforms including Google Suite, EveryAction, WordPress, and Zoom.
- Excellent communications skills are a necessity. Must be confident in your ability to manage email, phone, and text communications to coordinate various projects with a staff of 8 all working remotely.
- This position requires travel approximately 4-6 times a year for on-site trainings, and as needed for staff meetings and retreats. (This schedule is projected to resume in 2022, Gamaliel sponsored travel is not scheduled to start again until September 2021 at the earliest).
- Fluency in Spanish is a plus but is not necessary.

**How to Apply**

The position has a competitive salary, commensurate with experience. Gamaliel is an equal opportunity employer. Gamaliel is accepting resumes from April 22, 2021, until the position is filled. Submit a cover letter and a resume via email to [careers@gamaliel.org](mailto:careers@gamaliel.org). Use the subject line "Gamaliel Administrative and Executive Associate Application".