



# GAMALIEL

## Gamaliel Executive Administrative Associate

Gamaliel is hiring an Executive Administrative Associate to provide high level administrative support to the Gamaliel Executive Director and to other national staff members, as needed.

Gamaliel is a faith-based, multi-ethnic, multi-racial grassroots organizing network located in 13 states and 43 communities whose mission is: a) to train ordinary people, primarily in low-income communities and communities of color, to effectively participate in the political, environmental, social, and economic decisions affecting their lives; and b) to build a diverse corps of grassroots leaders committed to transforming the systems and structures that perpetuate racial and economic inequity.

The Gamaliel Executive Administrative Associate position has a competitive salary commensurate with experience. Gamaliel is an equal opportunity employer. Gamaliel is accepting resumes from April 6, 2022, until the position is filled. Submit a cover letter and resume with a minimum of 4 references (professional and character) at <https://www.idealists.org/en/nonprofit-job/ecab2787b9c044debe5b0012f2c9d919-gamaliel-executive-administrative-associate-the-gamaliel-network-chicago>. No phone inquiries, please.

### 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 Board members as needed.
  - Attend, gather materials for, and take notes for other meetings in the network as requested by National Staff members or other program leaders.
- Training and Events:
  - Manage online registration and prepare physical and online materials for national events and training.
  - Manage and plan travel and accommodations for essential personnel at various trainings, including national staff members and members of the Board of Directors.
- 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).
  - Edit and upload monthly Director's Reports to the gamaliel.org member portal (WordPress).
- Technology:
  - Maintain various tech platforms alongside the IT lead — Google Shared Drives, Gamaliel.org (WordPress), Gamaliel National Calendar (Google Calendar)
  - Provide technical support live during online Zoom events as requested.

### 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 the internet and the ability to meet over Zoom (laptop and phone will be provided for you upon hire).
- The position requires working knowledge of or willingness and ability to learn various tech platforms including, but not limited to, Google Suite, EveryAction, WordPress, and Zoom.
- Excellent communications skills are a necessity. Candidates must be confident in their ability to manage email, phone, and text communications to coordinate various projects with a staff of 8 all working remotely.
- The position requires the ability to analyze and prioritize multiple projects and needs in the network to maintain the integrity of the infrastructure of the organization. To this end, fluency in Spanish is preferred to assist a candidate in network-wide communication.

- This position requires travel approximately 4-6 times a year for on-site trainings, meetings, or events, and as needed for staff meetings and retreats. (This schedule is projected to resume in 2022-2023).