



Temporary Part-Time Administrative Assistant

Communities Rise is hiring a temporary part-time Administrative Assistant to provide administrative support for our office. We are seeking candidates who are community-minded, committed to racial equity, self-motivated, and detail oriented. The Administrative Assistant will work closely with our Capacity Building and Legal Teams, providing administrative support for all of our programs, including our nonprofit legal services, microenterprise legal clinic, and nonprofit legal trainings.

Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.

- **Cross-Sector Collaborations** - We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.
- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing, and fundraising clinics.
- **Legal Services and Trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through direct representation, legal clinics, and legal trainings.

Job Responsibilities

- Communicate with clients and attorneys by email and phone on status of legal matters and to collect necessary documents
- Database entry including uploading documents, and client and attorney information
- Schedule reminders for attorneys and clients about meetings or clinics
- Send introductory emails, thank you messages and evaluations to clinic volunteers and capacity-building technical assistance clients
- Schedule clients for clinics (fundraising, grant-writing and legal)
- Attend weekly staff meetings

Desired Qualifications

- Community minded
- Well-organized
- Detail oriented
- Ability to think ahead



- Ability to manage multiple projects
- Committed to racial equity
- Ability to work remotely providing support to multiple staff members
- Experience with: Microsoft Word, Excel, Powerpoint, Google Drive, Little Green Light Database, and Mailchimp

Compensation

This is a 10-15 hours/week part-time temporary, non-exempt position compensated at \$20/hour. This position will start in early October 2020 and end December 23, 2020. This position is not benefits-eligible because the employee will be working for less than 20 hours per week. Communities Rise is currently working remotely.

Hiring Process & Timeline

Please submit the following using "Temp Admin" in the subject line to jobs@communities-rise.org by Wednesday, September 30th:

- A resume
- 1-2 paragraphs in the body of your email telling us why you are a strong fit for this role

We anticipate Zoom interviews with final candidates will take place the week of October 5th.

Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.