



Full-Time Administrative Assistant

Date Posted: December 20, 2021

Salary: \$51,000 annual

Benefits: paid medical, vision, and dental insurance; 12 paid holidays, including 3 floating holidays; paid office closures the week of the 4th of July and between December 24th and January 1st; 12 vacation days and 12 Sick and Safe Time days in the first year of employment; access to a 401K retirement plan (no employer match) and free personalized retirement planning advisors; monthly stipends for remote work and personal phone expenses; paid professional development expenses.

Start Date: February 1, 2022

Hours: Full time (40 hours/week, Non-Exempt). The position will staff occasional monthly (and possibly in-person in the future) evening events such as our legal clinics.

Location: Due to the pandemic, Communities Rise (CR) staff have been working from home. Once it is safe to reopen the offices, this position will require some physical presence at our Seattle office, as well as an ability to attend required meetings at the office.

Reports to: Executive Director.

Communities Rise is hiring a regular full-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, Legal, and Administrative Teams, providing administrative support for our Administrative team and for our programs, including our capacity building cohorts and clinics, nonprofit and small business legal services, monthly legal clinics, and 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.

Before we were Communities Rise, we were two organizations working in collaboration, Wayfind and the Nonprofit Assistance Center (NAC). Wayfind provided legal services while NAC focused on capacity building. Fast forward two years through a global pandemic, and we are still learning what it means to be a fully merged organization. The pandemic has created opportunities for us to get creative with our strategic planning process and as an organization decide how we are going to participate in rebuilding the world we would like to leave for future generations.

What we value

- Openness, flexibility, and commitment to collaboration and shared leadership.
- Comfort working with a diversity of groups and interests.
- Inclusivity and relationship-focused leadership.
- Recurring and frequent feedback provided amongst all team members.

Job Responsibilities

- Build relationships with community organizations and small business owners working with the Capacity Building and Legal Teams. 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 updating client and attorney information;
- Work with program teams to compile and analyze community feedback;
- 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) and other technical assistance opportunities;
- Respond to email and phone requests for information and services;
- Attend weekly staff meetings and team meetings;
- Participate in strategic planning and other internal planning processes;
- Participate in our ongoing work to advance our commitment to racial equity;

Desired Qualifications

- Community minded
- Well-organized
- Detail oriented
- Ability to think ahead and anticipate needs of the team and organization
- Life-long learner
- Ability to manage multiple projects and prioritize in a collaborative fashion
- Committed to racial equity and centering our work around communities of color and communities impacted by structural oppression
- Interested in supporting the growth and development of the organization in the areas of racial equity and leadership development
- Ability to work remotely providing support to multiple staff members
- Experience with: Google platform applications (Google Drive, Calendar, Meets, Docs, Sheets) Microsoft Word, Excel, Powerpoint, Salesforce (preferred), and Mailchimp

To Apply: The priority deadline is January 21, 2022. To apply, email your resume and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team and where you learned about the position to jobs@communities-rise.org. Please include “Administrative Assistant” in the subject line.

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.

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