



ADMINISTRATOR ROLE DESCRIPTION

WHO WE ARE

Colors of Connection is a non-profit organization furthering the innovative work of arts-based psychosocial programming for youth and communities in areas affected by conflict. Our work responds to a need for creative solutions that address the psychosocial needs of youth and communities in regions devastated by war; solutions that recognize the agency of youth and communities to make transformative change for themselves, and that include girls and women as participants in the creation of this future. See more about our program Girl Awakening with adolescent girls in the Democratic Republic of the Congo on our [website](#).

MISSION: To engage youth from conflict-affected countries and their communities through collaborative art-making to promote hope, well-being, and self-determination the pursuit of social justice.

THE ROLE

Colors of Connection is seeking a part-time Administrator to provide support to the Executive Director. The position will be responsible for day-to-day administration of the organization, supporting the ED with fundraising and other executive matters. An ideal applicant will have the ability to problem solve, self-manage, and be solution-oriented. This position reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION AND HUMAN RESOURCES

- 1) Ensure compliance with relevant non-profit organization, workplace and employment laws and registrations.
- 2) Ensure organization is following the policies and procedures as defined by the Board of Directors.
- 3) Manage volunteer and intern recruitment and engagement
- 4) Manage the working tools and platforms - google suite, Microsoft 365, ASANA
- 5) Responsible for information security
- 6) Document and email management
- 7) Liaise with accountant to provide needed documentation
- 8) Other administrative tasks as needed
- 9) Assist the staff, finance committee and the board to prepare and update budgets as appropriate.

FUNDRAISING AND DONOR MANAGEMENT

- 1) Assist ED in the design and implementation of bi-yearly fundraising campaigns for individual donors
- 2) Manage and monitor donations on our donor software Donorbox and Facebook,
- 3) Send out required communications to donors (thank you's, tax deduction receipts).

- 4) Maintain donor database Little Green Light
- 5) Other fundraising tasks as needed

COMMUNICATIONS

- 10) Assist ED in creating an integrated annual communications plan for all media types – email, snail mail and social media (texting and phone calls if being utilized)
- 11) Utilize Mailchimp in donor communications
- 12) Assist ED in creation of newsletters and other communications for supporters
- 13) Website development and maintenance
- 14) Other communications tasks as needed

REQUIREMENTS

- Bachelors Degree in business administration, non profit management or other relevant sector.
- At least 3 years of progressively responsible experience in executive support, administration, project management, or other relevant and transferrable professional roles. Experience working in a direct service, nonprofit, and/or social justice setting is desired
- Strong belief for the organization's mission and the people who are driving the work forward. Commitment to social, racial, economic, and gender justice
- Experience working at an entrepreneurial and evolving organization where building policies, systems, and processes are necessary.
- Proven project management and organizational expertise with experience in prioritizing and executing high quality and accurate work on time. Excellent attention to detail and the ability to manage multiple priorities with ease.
- Proven ability to identify, prioritize, and manage agendas, employee communications, high level presentations & documents, and is comfortable multi-tasking.
- Possesses excellent interpersonal skills, and can develop positive and productive relationships both within and outside the organization.
- Experience in managing confidential, privileged, and sensitive matters with discretion and professionalism.
- Problem-solving and decision making skills
- Ability to act as gatekeeper and escalate relevant information to executives as needed

DESIRED SKILLSETS

- Familiarity with Microsoft 365 platform and tools, Mailchimp and/or Little Green Light CRM database a plus

MORE ABOUT THE JOB

Flexible hours and days of week. Weekly commitment of 24 hours per week. Annual gross salary of \$45,000 pro rata paid in monthly installments by check or direct deposit. Remote. Preferred location in New York for potential future in person office work and/or meetings.

TO APPLY

Please send a resume and short statement of interest to christina@colorsofconnection.org with a subject line that reads: Administrator. Applicants will be considered on a rolling basis until the position is filled.