



## Hiring Announcement: Operations Coordinator

**The National Parent Leadership Institute (NPLI)** is a parent-informed, non-partisan democracy initiative that partners with parents, community organizations, and government to increase the civic impact of parents, across difference, to build caring, more equitable communities for children. When parent leaders have the opportunity to participate in democracy and in community decision-making, system and policy changes occur that promote social justice and child well-being. **We are hiring an energetic, flexible, mission-driven problem solver to support our internal operations and national team.**

### Responsibilities:

- Support NPLI events, including organizing event logistics and coordinating back office support
- Coordinate and manage logistics of NPLI-conducted trainings, including setting up registration systems, developing promotional emails, listing them on the website, and serving as point person for training inquiries
- Provide support for meetings, including setting up logistics, developing and distributing agendas and handouts, organizing documents, and accurately recording and quickly disseminating meeting notes
- Provide general administrative support including ordering supplies, scheduling, and conducting internet research
- Prepare and maintain correspondence and other documents, including respectfully handling confidential information
- Assist with fundraising, including gathering information for and prepare reports to funders
- Organize and maintain electronic files, including maintaining cloud filing system for team use
- Maintain calendar and schedule, including scheduling appointments
- Support in house financial systems including invoicing, supporting contract tracking, payment of honoraria, stipends, and reimbursements
- Support the creation and sharing of presentation materials
- Assist with the organization's database and mailing list maintenance, including data entry and updates
- Lead troubleshooting on office equipment; liaise with IT vendor(s) and others as needed.
- Communicate with external organizations pertaining to webinars, trainings, and other interactions
- Support funding and presenter applications, as requested.
- Coordinate team travel arrangements
- Other duties as needed

### Requirements:

- Positive, flexible, problem solving attitude
- Minimum of two years of experience performing administrative or office support work.
- Demonstrated ability to be a self-starter, be proactive and take initiative, and work independently
- Ability to manage multiple tasks simultaneously and to meet urgent deadlines
- Demonstrated ability to be reliable, consistent, and maintain a regular work schedule
- Excellent coordination and organizational skills; ability to multi-task, detail-oriented
- Excellent written and verbal communication skills.
- Excellent computer skills with proficiency in Microsoft Office Suite and Google Suite; experience with accounting software and/or database management a plus
- Demonstrated understanding of and commitment to racial equity and social justice
- Thrives in a collaborative environment: takes direction well, also comfortable taking initiative.
- Positive experience working on a virtual team
- Strong relational skills; ability to build friendly, welcoming rapport with multiple diverse stakeholders

- Fluent bilingual (Spanish and English) verbal and written abilities are preferred.
- Access to a computer and a strong internet connection
- Able and willing to do occasional evening or weekend work
- Ability to lift up to 25 lbs, to bend, squat, reach above head.

**Location:** Remote. With the opportunity to participate in meetings via Zoom and similar, the location is flexible. When not in a pandemic, occasional domestic travel required.

**Salary & Benefits.** **Salary Range: \$42,500-48,500.** **Benefits:** Family friendly work environment with flexible hours. Health insurance, dental insurance, 403(b) match, paid time off.

**Application Procedure:** Interested applicants should send a resume and letter of interest by **February 3, 2021** to **Carolyn Lee-Davis** at [carolyn.parentswholead@gmail.com](mailto:carolyn.parentswholead@gmail.com) **No phone calls please.** For more information on our organization, please see [www.parentswholead.org](http://www.parentswholead.org).

**NPLI is an Equal Opportunity Employer committed to a diverse workforce.**