

NOW HIRING Administrative Coordinator

JOB DESCRIPTION

Position: Administrative Coordinator

Location: Remote position or hybrid/in person in Brooklyn, NY

Job Type: 35 or 40 hours/week

Start date: Between July 1st - August 1st, ideally no later than August 1st, 2023.

This position can be **fully remote or hybrid**, depending on the employee's preference and geographic location. The employee will be required to establish a set schedule of 35-40 hours per week, which consists of required availability from 10am-5pm ET as well as one or two additional hours earlier/later based upon the employee's preference. The employee will be expected to be online and active during work hours.

OVERVIEW

Co-Creating Inclusion is a diversity, equity, and inclusion firm with a focus on shifting culture and driving equity through strategic consulting, leadership and team development, workshop facilitation, and business integration.

We believe that the process of creating inclusion should itself be inclusive. **We are committed to that collaborative process of co-creation as we strive to work with organizations to create more equitable and inclusive cultures where all can thrive and do their best and most fulfilling work.**

The work is not easy, but we believe the results are worth it: increased learning, growth and opportunity for impact for ourselves, and increased creativity, innovation, problem solving, collaboration, risk management, revenue, profitability, and impact for our clients and the communities they serve.

JOB PURPOSE

Co-Creating Inclusion is looking for **someone detail-oriented who thrives on structure and optimization to become its first Administrative Coordinator**. This new position was created to improve internal systems, structures, and processes across all of our DEI consulting work.

As the **Administrative Coordinator**, you will be responsible for supporting the entire Co-Creating Inclusion team, which currently includes three DEI consultants, two researchers and an Operations Manager. This team will likely grow by 1-2 people per year for the next few years.

The **Administrative Coordinator** will support team members with various administrative tasks in addition to co-designing and implementing systems to coordinate and track:

- Scheduling and calendar management (using Google calendar and other tools)
- Meeting and event planning
- Document preparation (using Google docs, slides, sheets, and other tools)
- Information management and project management (using Notion)
- Internal and external communication (using Slack and email)

Being that this position is new to the organization, you will be part of shaping many core elements of this role going forward. **The ideal candidate brings to this opportunity a familiarity with DEI topics and discussions related and pertaining to systemic racism, oppression, white supremacy culture, equity, intersectionality, psychological safety, inclusion, and belonging.**

Overall, the **Administrative Coordinator** plays a critical role in helping the team stay organized, prepared, and focused on organizational goals, allowing the team to be more productive and effective in their roles.

ESSENTIAL RESPONSIBILITIES



Scheduling and calendar management

- Manage the schedule and calendar for each of the DEI consultants on the team; this includes understanding each person's scheduling parameters, preferences, managing their Google calendar and Calendly links, and emailing potential and current clients to schedule or reschedule group/project meetings and 1:1 coaching sessions.
- Utilize and update our scope tracker in Notion, which includes a schedule tracker and coaching tracker.



Meeting and event planning

- Support virtual meetings on Zoom by handling host duties—admitting from waiting room, recording attendance, creating breakout rooms, posting links in the chat, troubleshooting technical issues, etc.
- Occasionally coordinate logistics and travel arrangements for in-person meetings, including researching and booking travel, ordering supplies, arranging for facilities and equipment, preparing materials, etc.
- May include occasional travel to provide in-person support (likely no more than once per year)



Document preparation

- Format decks in Google slides for client presentations and workshops; this includes formatting according to style guides and templates, creating final PDF and links, creating interactive elements using Padlet, Mentimeter, and other platforms, preparing facilitator “slide-by-slide” notes, etc.
- Format other documents (e.g., proposals, fee estimates, reports, tracking spreadsheets, etc.).
- Design graphics for use in presentations, marketing, and social media.
- Prepare surveys in Typeform and other platforms.



Information management

- Maintain and organize files on our shared Google Team Drives as well as notes and other information in Notion.



Project support and coordination

- Work with clients to schedule out project meetings—this is usually done 2-3 times a year for upcoming phases of work, then updated throughout the year.
- Track the progress of projects against the agreed upon scope of work and schedule.
- Help determine and track who is the lead on various deliverables; ensure that individual team members are on track with priorities based on deadlines and that they have necessary resources to complete work.
- Support coaching and restorative practices programs by onboarding participants; sending out and tracking coaching contracts for signature; setting participants up in internal systems; helping participants schedule their coaching sessions; and tracking the utilization of coaching packages, restorative practices conversations and more.
- Identify and notify team when shifts in timeline or additional scope may be necessary to complete projects.
- Frequently update client-facing learning hubs in Notion with decks, links, recordings, chat transcripts, and project information.



Communication

- Draft correspondence and reply to emails from potential/current clients and other external contacts.
- Participate in and assist with streamlining team communication and protocols on Slack.



General administrative and operational support

- Provide general administrative support as needed for the day-to-day operations of the business, including researching and assisting with business compliance, tax, financial and HR paperwork; creating or supporting the development and documentation of policies, processes, and procedures; basic troubleshooting for technological difficulties (e.g., looking up solutions, submitting customer support requests); and generally helping to keep the business running smoothly.

KNOWLEDGE, SKILLS, AND ABILITIES



Education and Experience

Preferred: experience working in an administrative and/or support role.



Skills

- A passion for Co-Creating Inclusion's mission & vision.
- Commitment to principles of diversity, equity, inclusion, and belonging.
- Ability to multi-task and bring order to multiple complex projects while accounting for unknown variables.
- Attention to detail with ability to juggle needs and priorities of several team members.
- Excellent project coordination and organizational skills, including ability to design, implement and maintain new tracking systems.
- Self-starter with ability to work independently, give and receive feedback, identify and address problems, and drive work forward.
- Excellent communication skills, including the ability to listen and effectively verbalize ideas and leverage teammates for support.
- High degree of emotional intelligence and self-awareness to navigate complex situations.
- Writing skills and an eye for design.
- Skilled in use of Google Workspace applications, Slack, and Notion as well as other web-based apps. The ideal applicant brings an ability to utilize technology as a means of easing workloads.

SALARY

Annual Starting Salary: \$55,200 - \$65,200

for employees in New York City

(salary based upon experience; a geographic differential may be applied for candidates in other locations—**the average starting range is \$48,000 - \$56,700**, based upon geographic areas with varying cost of living across the United States).

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

We are an **equal opportunity employer** and consider qualified applicants for employment without regard to race, color, religion, creed, sex, national origin, age, protected veteran status, disability status, ancestry, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, or any other protected factor by country, regional or local law. Our policies regarding recruitment, hiring, compensation, benefits, promotions, transfers, training, and all other personnel matters are free from discriminatory practices and are based on merit, qualifications, and abilities.

BENEFITS AND PERKS

- Health (90% employer contribution), dental (50% employer contribution) and vision (50% employer contribution) insurance.
- Company-paid basic life insurance.
- 401k with a 5% match.
- Pay equity and cost of living reviews every 6 months.
- Eligibility for annual bonuses based on company and individual performance.
- Pay transparency with internally published rates for every position.
- 4 weeks of full office closure each year.
- Unlimited paid time off policy (we strongly encourage employees to take at least 4 weeks off per year).
- Slack- and meeting-free periods on Wednesdays and Fridays from 9am-2pm ET.
- 1 week every 2 months as well as the entire month of August are blocked off from external meetings and facilitation so the team can focus on self-care, professional development, and strategic planning.
- 3 months of unpaid, job-protected family and medical leave.
- Company paid co-working space options or Home Office Equipment benefit available.
- Rent and student loan stipend.

LEARN MORE AND APPLY



Workplace Change is managing our search for talent. To apply, please visit their [website](#).

This position opens:
05/17/2023

This position closes:
06/07/2023

Co-creating inclusion is an equal opportunity employer committed to workforce diversity.

CLICK HERE TO APPLY