



Job Announcement: Administrative Coordinator

Applicants should be passionate about transforming lives, building relationships with youth and parents and supporting community-led campaigns focused on improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working class BIPOC (Black, Indigenous and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

Coleman Advocates is seeking an experienced administrator capable of handling multiple projects, managing communications with several teams to facilitate solutions to organization-wide issues, and supporting teams while maintaining flexibility. Our Administrative Coordinator will be solution oriented, have a keen eye for detail, and take initiative.

People and/or their family members with lived experience surviving the school to prison pipeline are strongly encouraged to apply.

Job Summary:

This position will be the first point of contact to our administrative team. We are seeking someone who can oversee the day to day operations of our building, support operations and organizing programs, and create a seamless environment for our team to thrive.

Start Dates: ASAP

Salary Range: \$48,000 to \$55,000

Reports to: Development & Operations Director

Benefits: Medical, dental, vision, 401k, and other benefits

Location: 459 Vienna Street, San Francisco, CA 94112

Application procedure: Email cover letter, resume, and 3 references to our hiring committee at hiring@colemanadvocates.org.

Primary Responsibilities:

- Phone system management and reception
- Key point of contact for building upkeep and maintenance
- Inventory and order office supplies
- Process incoming and outgoing mail
- Technology liaison for staff
- Supervise Facility Coordinator
- Supervise administrative interns
- Administrative support for the operations and organizing teams

- Manage building calendar
- Ensure safety protocols are maintained in the building and among tenants
- Coordinate bulk mailings
- Provide event support when needed
- Participate in civic engagement activities
- Other duties as assigned

Primary Qualifications:

- Ability to take initiative and work independently with little supervision
- Highly organized - can manage multiple tasks, prioritize well, and delegate
- Strong verbal and written communication skills
- Ability to work well under pressure
- Experience and ease working with people of different class, race, and ethnic backgrounds
- Demonstrated respect for the culture and leadership of young people and parents
- Highly organized; able to achieve goals in multiple work areas within established timelines
- Ability to work independently and in a team environment
- Strong computer skills in Microsoft Office and Google Suite
- Ability to problem solve and initiate solutions

Desired Qualifications:

- 2+ years of relevant administrative experience
- Bilingual in English and Spanish
- Supervision experience
- Database management experience
- Knowledge of education justice policy issues
- Familiarity with San Francisco Bay Area communities, public school community organizing and political landscapes
- Owns/has access to a car and has a valid driver's license
- A sense of humor

We are an affirmative action employer. Current and former CMAC, YMAC and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco's unique history and politics are strongly encouraged to apply.

It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.