



Building a Solidarity Economy on California's North Coast

Job Announcement: Administrative Coordinator

(Part Time with option to combine with other current openings to create Full Time employment)

To apply, please email Tamara McFarland (tamara.mcfarland@cooperationhumboldt.com) by February 11, 2022.

Job Duties:

- Provide administrative support as needed to Executive Director and other staff members
- Participate in the creation of organizational policies/procedures; coordinate the integration and implementation of new policies/procedures
- Coordinate a variety of human resource related compliance tasks (serve as primary point of responsibility for human resources)
- Recruit and coordinate volunteers
- Coordinate routine maintenance of organization's vehicles
- Social media posting (currently Facebook and Instagram; could be expanded)
- Website maintenance/updates
- Participate in weekly staff collective meetings (1.5 hours) and biweekly Communications/Fundraising team meetings (1 hour)
- Participate in preparation of annual budget
- Prepare reports for staff and Board of Directors monthly
- In collaboration with other staff and board members, prepare annual budget
- Respond to CH emails and voicemails and/or forward to the appropriate staff member
- Other duties/responsibilities depending on your skills/interests and where they intersect with the needs of the organization. (We are a staff directed nonprofit, so staffers have more agency than in a traditional organization to affect decisions and guide their own work.)

Hours, Schedule and Wage:

- Flexible remote schedule with some meetings requiring scheduling coordination with other staff members
- 20-30 hours/week
- \$23.08/hour (based on FTE of \$48,000; whether paid hourly or as a part time salary is negotiable)
- Flexible time off policy
- Annual \$500 work-from-home stipend to help with utilities and equipment costs

- Applicants are encouraged to consider our other current job openings for [Bookkeeper](#) and [Fundraising Coordinator](#) if full time work is desired. (These positions can be combined to amount to full time employment.)

Desired Skills/Qualifications:

- Previous administrative experience, ideally with nonprofit(s)
- Detail oriented
- Self-starter with good time management
- Proficiency with Excel, Google Docs, Google Sheets
- Completion of a Cooperation Humboldt study group (this can occur after candidate is hired, and time can be compensated)
- Ability to pass background check (This is required in order to protect the organization; the only issues that would keep a candidate from being hired are past violent acts, sexual assault, and fraud. Minor infractions and/or past indiscretions will not disqualify a candidate, and results will be held in strict confidence. You do not need to pass a credit check.)
- Commitment to abide by Cooperation Humboldt's [Statement of Values, Code of Conduct & Conflict Resolution Process](#)
- Ability to establish and maintain effective working relationships with staff, Board and community
- Good written and verbal communication skills, with the ability to solve problems
- Ability to be flexible with frequent changes
- Ability to work as part of a team and collaborate with others
- Desire to increase your own level of awareness regarding diversity and inclusion
- All employees are expected to wear facial coverings when interacting (indoors and outdoors). Employees must be COVID-19 vaccinated.

About Cooperation Humboldt:

- Cooperation Humboldt is a 501(c)3 registered nonprofit social change organization. We are working to transform traditional Wiyot territory (now known as Humboldt County) to a place where everyone has their needs met without exploitation. We refer to this as building a Solidarity Economy.
- What We Believe:
 - We believe that our current institutions are fundamentally racist, sexist, and class oppressive. This is a result of social, political and economic systems that incentivize domination and exploitation of women, people of color, and poor, homeless, disabled, queer, undocumented, and Indigenous people.
 - We believe that capitalism is an economic system based upon exploitation and oppression, and that it will destroy the planet if we do not shift to a cooperative and sustainable economic system.

- We believe it is possible to create new institutions that incentivize cooperation, love, compassion and kindness. This new system will be capable of supporting every person with a good quality of life.
- We believe in lifting up and supporting groups that are doing grassroots organizing with working class people and people of color, who are training organizers and building long term strategies to resist fascism and create new models for a joyous and collaborative new future reality.
- We believe we can work with you (or your organization) even if you do not believe these things, but we want to be explicit and clear about who we are and what we believe.
- We are working to create an organizational structure that is non-hierarchical as possible.
- The leadership of Cooperation Humboldt is made up of our core team, staff collective, and our board of directors.
- As our Admin Coordinator, you would be invited to join our staff collective, which meets weekly for 1.5 hours.
- We aim for diversity at every level of our agency. We are an equal opportunity workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender, identity, national origin, veteran or disability status. Cooperation Humboldt celebrates differences.