

Re-imagining communities where everyone is valued, everyone is safe, and everyone can thrive.



## Job Description Social Change Administrative Associate<sup>1</sup>

### About the Idaho Coalition

The Idaho Coalition identifies, supports, and thrives as an intergenerational, multi-racial, multi-ethnic, multi-cultural organization for the benefit of our team, our work, and our movement to end gender violence inextricably interconnected to multiple systemic oppression. Our focus is girls and women, and people who are gender oppressed who are impacted by or at risk of gender violence and systemic oppression.

Gender violence (sexual assault, domestic violence, dating violence, and stalking) does not occur in isolation. Gender violence is part of the continuum of gender oppression and is fueled by social injustice including patriarchy, sexism, racism, classism, homophobia, transphobia, able-ism, religious discrimination, and anti-immigrant sentiment. To end gender violence, we must address the larger systemic issues that generate and sustain it.

### Shared Vision and North Star

Our shared vision is one of beloved communities with social equity and collective liberation for all human beings; where we see our own and each other's full humanity and everyone has the ability to thrive and the dominant social narrative is one of interdependence, resilience, and regeneration. Our north star is collective thriving and is the embodiment of our vision, values, and purpose.

### Organizational Values

Our organization aspires to embody the values we want to see in the world:

- **Bold Vision** - We are open to possibilities and encourage risk-taking.
- **Compassion** - We see each other's full humanity with love and kindness, and intentionally turn toward others to end suffering and oppression.
- **Interconnection** - We hold broad awareness and understand our profound interconnectedness and respect our relationships with one another and our earth
- **Solidarity** - We amplify the voices and histories of communities marginalized by society and celebrate our differences.
- **Collective Liberation** - We recognize that our own freedom of oppression is connected and bound with individuals most marginalized by systems of power in society.

---

<sup>1</sup> Title subject to change

**Approaches Across the Organization** - We are working to reclaim our connection to our own and each other's humanity, and to create the foundation for collective thriving by embodying these four approaches across our organizational work:

- **Center on Communities most impacted by historical marginalization and violence + community-centered solutions**
  - Build alliances and power with and among communities marginalized by society.
  - Challenge institutions' and system' behaviors, culture, and policy that create the conditions for gender violence fueled by multiple, systemic oppressions.
- **Catalyze Change in Prevention and Response - Collective healing, spirituality, and resilience and transformation of our response to violence**
  - Convene learning communities to strengthen relationships, share knowledge and accelerate emerging practices in services and social change.
  - Challenge institutions and system behaviors, culture, policy and power that create the conditions for gender violence and systemic oppressions through authentic conversations, calling in/interruption with compassion, and policy change.
- **Create New Social Norms to Interrupt the Root Causes of Violence – Transformative Cultural Strategies**
  - Promote social norms that interrupt the root causes of gender violence fueled by multiple systemic oppressions.
  - Move with multiple, coordinated strategies based on community needs, best and emerging practices, research, and an evaluative mindset.
- **Mobilizing Across Movements**
  - Hold broad awareness of the socio-economic political horizon and knowledge of our interdependence and ecosystem in order to envision and reimagine what is possible.
  - Create conditions necessary for individuals impacted by violence to have agency and be leaders in the movement
  - Organize around common goals and build networks with allied social justice movements.
  - Identify those who are ready, willing, and open to change themselves, their behaviors, and structures and systems to mobilize a critical mass.

### **Across the Organization – Primary Responsibilities**

- Bold alignment with and operationalization of the attached Idaho Coalition Theory of Transformative Social Change.
- Commitment to examine our own privileges and connections to power and/or oppressions so that we can be best able to do our work in a manner that is accountable to the last girl and serves our collective commitment to ending gender violence and the systemic oppressions.
- Commitment to building authentic relationships with our team, our membership, our partners and communities by seeing what is unique and what is shared in our experiences.
- Create engaged and sustained cross-sector, multi-field collaborations and champion networks.

### **Across the Organization - Core Competencies**

- Excellent listener with strong individual and group communication skills (written and verbal) and an ability to apply these skills across a range of relationships and environments.

- Strong organization skills to effectively manage time, triage priorities, successful completion by deadlines, and productivity.
- Flexible, adaptive, and introspective. Ability to apply progressive ideas and critical thinking to improve existing procedures.
- Ability to be authentic relationships and participate in collaborative environments.
- Ability to handle a variety of projects and assignments with clarity, attention to detail, and awareness to self-care.
- Exceptional time management skills and willingness to embrace adaptability. Ability to make decisions under pressure.
- Passion for both the role and our work to end gender violence and cultivate collective thriving.

## Social Change Administrative Associate Duties and Responsibilities

- **Provide administrative support to directors** (50% of time) Provide administrative support to the directors, including but limited to:
  - Administrative support; calendaring and scheduling support; email support as requested
  - Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
  - Assist with coordination and logistics for virtual and in person meetings, conferences, trainings, and special events (materials, ordering food, etc.) and possible event space coordination as requested.
- **Provide administrative support to the organization** (50% of time), including but not limited to:
  - Support with office infrastructure including telephone/internet service, office space, cell phones, copier contracts, office supplies, business cards, furniture ordering and maintenance, deliveries, ordering computers, distributing mail, etc.
  - Arrange travel for staff attending trainings or presenters for learning communities or convenings
  - Provide support as needed to the Finance team
  - Assist with mailings and communications, including donor communications, including thank you letters; coordinate bulk mailings; Prepare outgoing mail, including bulk mailings
  - Answering telephones, responding to inquiries, and assisting our members and allies via phone and email;
  - Responsible for monitoring inventory, in office and storage, and purchase of office supplies; keeping storage areas organized
  - Serve as point of contact for issues regarding phones, IT, facility issues or other issues as assigned and IT liaison and basic staff tech support
  - Assist with coordination and logistics for virtual and in person meetings, conferences, trainings, and special events (materials, ordering food, etc.) and possible event space coordination. Point person on virtual platforms like zoom. Arrange travel for staff attending trainings or presenters for learning communities or convenings
  - Maintain Idaho Coalition common areas and conference rooms ensuring they remain clean and accessible.
  - Oversee event rental space.

Position full-time and is nonexempt and reports to the directors.

## Social Change Administrative Associate Qualifications

- 5+ years of administrative assistance or equivalent experience preferred.
- Exceptional time management skills and willingness to embrace adaptability. Ability to make decisions under pressure. Self-motivated, detail oriented, and highly organized. Ability to handle a variety of projects and assignments with clarity, attention to detail, and awareness to self-care. Ability to work as a part of a diverse team inclusive of various experiences of race, sexuality, gender, ability, or age.
- Outstanding computer skills (particularly Microsoft Office programs including Outlook, Excel, Word, and PowerPoint) and proficiency in utilizing the Internet and other general office equipment. Familiarity with online email marketing platforms (i.e. Constant Contact) desired. Experience with supporting virtual meetings and webinars via zoom or other platforms and in person meetings.
- Excellent listener with strong individual and group communication skills (written and verbal) and an ability to apply these skills across a range of relationships and environments. Ability to handle confidential information professionally and discreetly.
- Must be able to work independently as well as with a team. Must be sensitive to the needs of people, spoken and unspoken, and embrace diverse lifestyles and values
- Possess a working knowledge of resources for individuals impacted by domestic violence, adolescent relationship abuse, stalking, and sexual assault, preferred.
- Attention to initiative details and grant requirements.
- Fluent in Spanish or American Sign Language or other language relevant to Idaho communities preferred.

**Salary** - \$50,000 base (35-hour work week) with salary up to \$71,000 set by the number of determinants based on lived experience and roles and responsibilities of the position per the Idaho Coalition Compensation Determinant and Scale. The Idaho Coalition is committed to transparency of salaries as a process toward our aspiration of a more equitable workplace. For that reason, all staff salaries are known by each staff member. A salary transparency agreement will be required as a part of job acceptance.

**How to Apply** – To apply for this position, please send a resume and cover letter describing your interest in the job and how you meet the required and preferred qualifications via email to [Lacey@engagingvoices.org](mailto:Lacey@engagingvoices.org). This job posting is open until filled and candidate initial reviews will begin immediately.

The Idaho Coalition is an equal opportunity employer with very diverse staff. We highly value each of our staff member's unique life experiences and encourage people of all backgrounds to apply, including but not limited to individuals from racially or ethnically diverse communities, LGBTQ communities, and individuals with disabilities.