



JOB DESCRIPTION
ADMINISTRATIVE COORDINATOR

Position: Part time Administrative Assistant
Salary: \$18-20 p/hour
Benefits: Excellent health benefits (fiscal sponsor: Tides Center)
Reports to: Executive Director
To apply: Email cover letter and resume to info@araborganizing.org with subject "job application"

JOB SUMMARY:

The Administrative Coordinator is based in San Francisco, is a part-time staff member, an essential member of the staff who is primarily responsible for the administrative tasks of the organization including but not limited to maintaining organizational systems, IT infrastructure, and supporting case management for our legal services.

DUTIES & RESPONSIBILITIES:

- Regular communication with clients, members and community.
- Conduct office intakes and manage client documents.
- Assist with responsibilities to SF Immigrant Legal Education Network, including coordinating staff attendance at SFILEN meetings and events, maintaining communication with SFILEN about assigned tasks, and submitting monthly reports for SFILEN.
- Provide administrative support to fund development.
- Ensure adequate and effective functioning of all technologies, (software/hardware) office systems and processes.
- Maintain communications calendar and coordinate external communications.
- Assist Executive Director with managing weekly, monthly and yearly schedules.
- Manage incoming requests through info@.
- Assist staff with developing and updating outreach material and AROC literature.
- Participate in staff meetings and annual retreats.

KNOWLEDGE, SKILLS AND QUALITIES:

- Fluent in Arabic & English.
- Strong people skills in person, by phone and email.
- Ability to produce quality written work, including letters and outreach material.
- Computer skills: databases and data entry, MS Office (required); graphic design/web design (preferred)
- Skilled in social media including FaceBook, Twitter, Mail Chimp, etc.
- At least 2 years office administration/operations experience.
- Self-motivated, communicates and coordinates well with co-workers, able to work in small teams.
- Commitment to racial and economic justice, and immigrant rights; AROC's vision, mission, strategies and role in the community.

AROC: Arab Resource and Organizing Center is a grassroots organization working to empower and organize our community towards justice and self-determination for all. AROC members build community power in the Bay Area by participating in leadership development, political education, and campaigns. We envision powerful and liberated Arab communities living with dignity from here to our homelands and see the liberation of Arab people inextricably tied to the liberation of all oppressed people.

The Arab Resource and Organizing Center, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.