

Search Underway: Financial & Operations Administrator: Part-time, Everyday Democracy Hartford, Conn.

Everyday Democracy, a national leader in civic participation and community change, works to strengthen democracy in neighborhoods, towns, cities, states and the United States. It has more than 25 years of experience working with grassroots organizers and public officials to bring people together to talk about and work on critical public issues, all through a lens of racial equity. Everyday Democracy works with partners to build and strengthen a civic infrastructure in which public participation is welcoming and empowered.

Join a fun, mission-driven staff in a work culture where you, your ideas and your professional growth matter. Opportunities abound for challenging work, continued learning and collaborative problem solving. The organization values work-life balance and workplace flexibility. It has policies and benefits that support employees, including 100 percent coverage for employee's medical benefits, short- and long-term disability, generous vacation and leave time, a non-contributory retirement plan, and a 403(b) plan where employees contribute pretax dollars.

Position Summary:

The ideal candidate for this position will have a genuine love for administrative work. This person will have 5-7 years of experience years doing bookkeeping/accounting work. While this person functions as an office manager, there are additional fiscal/administrative (e.g. accounting, accounts examining, budget management, grant management, purchasing and contracting) functions. This position provides support and back up for all functions performed by the Director of Administration.

Success in this role calls for excellence and experience in:

- Advanced knowledge of MSOffice Suite, Adobe, QuickBooks, IP phones; ability to learn and work with various systems, including databases
- Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices
- Customer service orientation
- Team collaboration
- Time management
- Conceptualizing a project, developing a project plan and executing the plan

Candidates must have a Bachelor's degree or Associate or technical degree in accounting, finance, operations, or business.

Most importantly, he/she should have a strong demonstrable commitment and experience working in organizations that focus on racial equity, inclusion, structural racism, or social justice. More information about Everyday Democracy may be found at www.everyday-democracy.org.

We will start to consider resumes by February 15, 2018. Position opened until filled.

If you have the requisite credentials and experiences, please email a cover letter and resume to:

Francine Nichols, Director of Administration, Everyday Democracy, fnichols@everyday-democracy.org

Everyday Democracy believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity, age, physical ability, and veteran status. Everyday Democracy affirms publicly its moral and legal commitment to a policy of equal opportunity employment.