



JOB POSTING: MICAH ADMINISTRATOR

Memphis Interfaith Coalition for Action and Hope (MICAH) is a coalition of 80+ faith, labor, and community organizations partnering for power and acting for equity in Memphis and Shelby County. We are an “organization of organizations,” joining together to give a more powerful voice for issues of justice--guided by our shared faith and values.

MICAH’s mission is equipping people of faith and goodwill to organize communities for systemic change through collective action. Our current work centers around three pillars, or issue areas: Economic Equity, Education Equity, and Race & Class Equity in the Justice System.

MICAH is searching for a talented and hard-working individual to fill the role of **Administrator**. Successful candidates for this position must be organized, adaptable, responsive, and resourceful—working well within diverse teams. The Administrator will provide administrative support for the staff, working in collaboration with MICAH leaders and teams as well.

Please note: MICAH follows the Shelby County public health and safety mandates during the Covid-19 pandemic. At this time all of our organizing work is conducted in a manner that adheres to those restrictions.

Key Responsibilities:

- Manage organizational records
 - Keep updated lists of partner organizations and delegates
 - Maintain fundraising database: manage list of donors, donor acknowledgements
 - Maintain contact database: manage mailing/phone lists, delegate texts/emails, and text/email campaigns with Communications staff
 - Assist with the dues process, and maintain a record of dues-paying partners
- Coordinate organizational and staff calendars, including scheduling assistance for Executive Director
 - Schedule and set up organizational meetings—virtual/hybrid/in-person; provide technical support as needed during meetings
- Provide office reception and support internal communications
 - Respond to incoming email/phone inquiries and requests, routing them to the appropriate person
 - Prepare and send emails and SMS messages as directed

- Assist in maintaining group messaging platforms, shared drives (e.g. Google Drive, GroupMe), and other hybrid management tools
- Perform basic upkeep of the MICAH website and publish website events
- Manage filings and compliance with local, state, and federal government
- Manage vendor relationships, orders, and invoices in coordination with Bookkeeper
- Occasional local delivery/pickup/distribution of MICAH merchandise and materials
- Other duties as assigned

Qualifications/Requirements

- Values social justice and equity, prioritizing the needs of marginalized Black and Brown communities
- Values interfaith collaboration and cultural diversity
- Excellent organizational skills and habits
- Attentive to detail
- Takes assigned projects from beginning to completion
- Excellent communication (written and oral) skills across diverse groups
- Adaptable to various digital communication/project management platforms (e.g. Groupme, Slack)
- Proficient in Microsoft Office Suite and Google Suite
- Executive Assistant experience preferred
- Bachelor's Degree preferred but not required
- Based in Memphis, adaptable to hybrid work
- Willingness to learn on the job

Schedule & Compensation

This position is part-time (0.50 FTE), with potential to increase to full-time. Salary range (at 0.50 FTE) is \$22,500-25,000 annually, commensurate with experience.

Interested candidates, please email your resume to Ayanna Watkins at ayanna@micahmemphis.org by Jan. 22, 2024.