



## **Job Announcement**

### **Program Administration Coordinator**

April 2021

#### **Organizational Overview**

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

#### **Position Summary**

URGE seeks a committed, experienced individual who is passionate about reproductive/social justice to assist in the implementation of various mission-oriented programs. This person will be responsible for the administrative duties related to programmatic operations.

Candidates must have knowledge of and commitment to reproductive and social justice issues. They should be highly organized, savvy with spreadsheets, communicative, and attentive to small details.

#### **Placement**

Candidates should be based in California, and able to commute to Berkeley's office. This is a remote position. Candidates must be able to drive, have personal transportation and the ability to travel. Candidates must be prepared to work from a home office with equipment provided by URGE or from a CA office once it becomes available.

This is a full-time exempt position that will work closely with the Program Administration Manager and report directly to the Deputy Director of Administration and Finance.

#### **Responsibilities**

- Support policy, communications, and organizing staff through processes related to travel, technology, employee appreciation, event logistics, and related activities.
- Implement high-level strategic decisions through administrative processes that reflect URGE's mission, vision, and values.
- Devise and adapt administrative systems that meet the needs of multiple reproductive justice- based programs.
- Coordinate logistics for voter engagement program materials, including assembling, shipping, tracking, and registering user data for over 200 pieces of equipment.
- Liaise between URGE staff and IT vendor for technology systems and equipment needs.

- Support URGE staff and operations in various administrative capacities, including recordkeeping, supply procurement, and inventory maintenance.
- Assist with the coordination of travel and event logistics.
- Other duties as assigned.

**Qualifications:**

- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people’s political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- 1-2 years of experience with administrative work, nonprofit context preferred.
- Demonstrated commitment to youth political organizing.
- Excellent written and verbal communication skills.
- Experience working with diverse communities.
- Familiarity with modern IT systems, particularly the Microsoft 365 Suite, Slack, and Zoom.
- Proficiency in interpreting, creating, and maintaining large amounts of information in Microsoft Excel.
- Ability to independently follow highly-detailed instructions and troubleshoot as needed.
- Ability to juggle multiple tasks with competing deadlines, including strong organization, prioritization, problem solving, and time management skills
- Flexibility and adaptability to changing workflows.
- Ability to work well with a team, take direction and feedback, and share skills and knowledge.
- Willingness to identify, develop and take on new opportunities to further URGE’s mission.
- Some occasional travel involved.

**Physical Demand:** Able to lift and carry boxes, ascending or descending stairs, ship materials and equipment, driving.

**Salary:** \$43-\$45k annually with excellent benefits, including health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

**To Apply:** Applications are accepted on a rolling basis. Please state “**Program Admin Coordinator**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to [jobs@urge.org](mailto:jobs@urge.org).

*URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.*