



Job Announcement:
Finance and Logistics Coordinator
April 2023

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.

At the core of URGE's mission are our values, commitment to justice, equity, diversity, and inclusion, disrupting anti-Blackness and dismantling white supremacy. We seek candidates whose values are aligned with those of our organization.

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 finance, travel logistics and program support. They should be organized, savvy with spreadsheets, highly communicative, and attentive to small details.

The position requires a high level of confidentiality and professionalism as the employee will be required to assist with special projects. Candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues, as well as some experience working in the nonprofit sector. This position will report directly to the Account Payables and Facilities Director.

This is a full-time position (40-hours week/non-exempt)

Candidates should be based in the DC metro area. 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 or from the main DC office as occasionally required for job duties.

Essential Duties and Responsibilities:

Assist with month closing processing and other finance duties including:

- Follow-up on late expense reports
- Posting of payables for automatic withdrawals from bank accounts
- Tracking and follow-up

In collaboration with the Director of Account Payables and Facilities and the Program Administrative Manager assist with group travel including:

- Hotel and facilities research
- Travel request submissions and approvals
- Group travel logistics

Misc. Administrative Duties including:

- Mailing and shipping
- General correspondence
- DocuSign projects
- Tracking systems

Other duties as assigned

Qualifications:

- Strong commitment to reproductive and gender justice; to the rights of all individuals to make their own decisions about sexual and reproductive health; and to government's responsibility to defend and support those rights.
- 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.
- Demonstrated commitment to youth political organizing.
- Experience working effectively alongside colleagues with widely varying communication styles.
- Experience working with diverse communities.
- Familiarity with modern IT systems, particularly the Microsoft 365 Suite, Asana, Slack, and Zoom.
- Proficiency in interpreting, creating, and maintaining large amounts of information in Microsoft Excel.
- Critical eye when working with (and creating) highly detailed documents such as protocols and spreadsheets.
- Ability to juggle several tasks involving multiple departments with competing deadlines.
- Flexibility and adaptability to changing priorities and 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.
- Have access to reliable transportation for use on URGE business in your local area
- **Must be able to lift and move up to 10 lbs.**

Salary: \$56,500 annually with excellent benefits, including health, dental and vision 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 "**Finance and Logistics Coordinator**" on the subject line. Please send a cover letter and resume to: fic@urge.org.

URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.