



**Job Announcement:**  
**Program Administration 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 programming operations. 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 Director of Program Administration.

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

**Candidates should be based in the Washington, DC 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, the main DC office and/or the MD storage unit as occasionally required for job duties.

**Essential Responsibilities Include:**

- Support URGE staff and operations in various administrative capacities, including recordkeeping, inventory maintenance, and program development.
- Assess equipment needs for staff and programs, procuring and distributing supplies upon request. *This includes being able to pick up and move boxes up to 10lbs as part of inventory and shipping duties, either with or without accommodations.*
- Assist with in-house IT onboarding, maintenance, and troubleshooting, coordinating with outside vendors as needed.
- Assist with implementation and upkeep of shared Asana projects and task management.
- Assist in the implementation of high-level strategic decisions through administrative processes that reflect URGE's mission, vision, and values.
- Collaborate in the creation of the Operations Manual, a long-term strategic goal for URGE.
- Work alongside Program Administration Manager, Staff Accountant, and other administrative staff to coordinate travel and event logistics, including working with vendors, ordering meals, accommodating accessibility needs, reserving event spaces, booking travel, organizing program materials, supporting run-of-show, and reporting spending within budget.
- Aid in administration of grants program, including project tracking, filing, cross-team communication, recipient data collection, and report generation.
- 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.
- **Access to reliable transportation for use on URGE business in the local DC metro area.**

**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 "**Program Administration Coordinator**" on the subject line. Please send a cover letter and resume to: [pac@urge.org](mailto:pac@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.*