



Position

Program Coordinator, Fund for An Inclusive California

Classification

Non-exempt, Part-time

Pay Range

\$26.44 - \$28.92 per hour

Position summary: The Program Coordinator is a part time position who provides support to the Fund For An Inclusive California (F4IC), a program of the Common Counsel Foundation. The Program Coordinator supports the F4IC teams and committees and proactively works to meet the administrative needs of the program.

Program summary: The Fund for An Inclusive California is a collaborative funding initiative created in 2017 to advance racial and economic equity across California by building the power of historically disenfranchised communities to advance community-driven solutions to the crisis of neighborhood displacement and gentrification. Common Counsel Foundation serves as the backbone organization with more than thirty-five years of progressive philanthropy, funding grassroots social movements and centering the leadership of communities.

Responsibilities include:

Team and Meeting Coordination (70% of time)

- Coordinates the logistics for F4IC team, community partner and steering committee meetings, this includes scheduling, technology and participant communications for both in-person and virtual meetings
- Prepares meeting materials, research and minutes, this involves proactive planning to meet the objectives of the meeting
- Manages travel arrangements for in-person meetings and gatherings
- Responsible for leading technology logistics both virtually and in person (video conferencing, presentations, managing participant requests live, etc.)
- Support F4IC team to produce events both virtual and in-person
- Coordinates and manage event registration, catering and on-site logistics for in-person meetings and gatherings
- Participates in event coordination, acting as a liaison between F4IC and various vendors and contacts when needed
- Participates in CCF Staff meetings and retreats as requested

Program Administration (30% of time)

- Manages the Fund's electronic files, filing systems and calendar in G-Suites
- Maintains and updates contact information and mailing lists
- Proactively manages tasks and assigned activities, providing assistance and reminders where appropriate and asking for support when needed
- Provides administrative support to the Fund Director as needed, including scheduling and communications
- Coordinates required reporting to funders and ensures timely submission
- Manages F4IC grants related information, tracking on progress and providing analysis
- Supports the grant making process of the Fund, supporting the work flow and communications with the CCF grants management team



- Conducts research related to program activities and strategic planning for the Fund
- Coordinates special administrative projects as needed
- Provides proofreading and general administrative support

Candidates for the Program Coordinator position typically have /are:

- Strong commitment to social justice movements and the mission of Common Counsel Foundation
- Ability to work well in a collaborative team environment
- Excited about learning and engaging with the work of the Fund
- Flexible and able to proactively manage multiple priorities
- A commitment to follow through, attention to detail and have a keen eye for catching crucial typos in confirmation emails, internal logs and other documents.
- Experience providing meeting support both in-person and virtually
- Comfortable with online meeting and communication tools such as Zoom and platforms that support on-line collaboration
- Experience providing administrative support including calendaring, communications and file management
- Strong written and verbal communication skills
- Proficiency with G-Suite and standard computer databases
- Willingness and ability to learn new technology platforms and systems
- Able to work independently once trained
- Experience conducting research and data analysis (helpful but not required)
- Experience coordinating event logistics (helpful but not required)

Common Counsel Foundation (CCF) provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, and skills. Essie does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, arrest history, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

All positions at CCF involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment and reasonable accommodations can be made.

CCF is committed to the full inclusion of all qualified individuals. As part of this commitment, CCF will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Sarah Gort, sarah@commoncounsel.org

This position is required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for 10-20% per year, once covid related travel restrictions are lifted.