

Color Congress Initiative Associate Job Description

The Color Congress Initiative is a fiscally sponsored project of the Common Counsel Foundation that aims to resource and support transformational collaboration and field building among People of Color (POC) led and serving organizations in documentary across the U.S. and territories. Our overarching goal is to support this POC documentary field ecosystem so it can be an even greater force in shaping the future of the field and a more powerful force for social change.

Position Summary

The Color Congress Initiative (CCI) is seeking to fill a full time associate-level position to support the implementation of this emergent initiative. The Associate will work with CCI's two Co-Directors to support the implementation of a field-led program that will address issues that POC-led and serving organizations in the nonfiction space identify as priorities. S/he/they will be responsible for grantmaking, event planning and other administrative logistics. This person will also help to support online and in-person community building. This is not an entry level position; while there are many administrative duties, the associate will be a thought partner in the strategic implementation of the program and assignments. This will be a dynamic role for a self-starter in an exciting new values-driven initiative with a number of moving parts.

The Associate will report directly to one of the Co-Directors. This will be a remote position with required travel (low to moderate and only when safe to do so).

Key Responsibilities

- **Support grantmaking logistics**, which includes maintaining a Letter of Inquiry and proposal submissions portal, tracking submissions, deliverables, and other related tasks as assigned
- **Support communications**, which includes implementing an online communications strategy, for email, web, social media platforms; assisting in content development; monitoring conversations online; tracking metrics
- **Support virtual and physical event planning** around Color Congress-led convenings as well as other field events, which includes identifying venues and vendors, managing travel, creating invitations + managing event registrations
- **Manage a contact and relationship management database**, ensuring data is accurate and up to date (includes online research to address gaps)
- **Maintain remote and other office systems** (Google Workspace, Airtable, Squarespace)
- **Coordinate with the Fiscal Sponsor** to process contracts and invoices
- **Other duties as assigned**: note taking during meetings; coordinating schedules; maintaining a calendar of programs; responding to inquiries, and; general logistical support to ensure program success.

Core Competencies:

- Event planning experience, both online and in-person (creative, accountable,

- and accessible event design a plus)
- Experience managing social media accounts (audience engagement + digital ads a plus) and familiarity with social media related tools and software
- Proficiency in database administration and understanding of best practices as they relate to data entry and integrity
- Exceptional attention to accuracy, detail, organization, and time management
- Comfortable working both collaboratively with a small team, but also self-motivated + comfortable taking initiative, problem solving, and generating ideas in line with project objectives
- Ability to manage multiple tasks and projects, meet deadlines, and prioritize to keep projects on track
- Ability to communicate effectively and professionally with a variety of stakeholders
- Excellent written & oral communications skills in English (Spanish skills a plus)

Qualifications:

- Commitment to racial equity and inclusion
- Enthusiasm for documentary storytelling's influence on culture and society
- Minimum of 2-3 years professional experience, nonprofit experience a plus
- Excellent working knowledge of Microsoft Word, Excel, Powerpoint, Airtable, Google Workspace, and Squarespace (both website + newsletter functionality)
- Well versed/experienced in virtual meeting/screening platforms such as AnyMeeting, Zoom, Facebook Live, and Google Hangout
- Knowledge of/experience with social media marketing tools a plus
- Editing skills a plus
- Graphic design skills for marketing and social media a plus
- Meeting facilitation skills a plus

This is a Full-time (40 hour a week) non-exempt position. The hourly rate ranges from \$31.25 - \$33.65 with no room to negotiate above this rate. We offer a competitive benefits package which includes: medical, dental, vision and life insurances, non-elective employer contributions to a 401 K retirement saving plan, and generous PTO. Start date is November 15, 2021.

Common Counsel Foundation (CCF) provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at CCF involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

To apply, please submit a resume, cover letter, three references to info@colorcongressinitiative.org.