



JOB POSTING: ADMINISTRATOR

Memphis Interfaith Coalition for Action and Hope (MICAHA) is a coalition of faith, labor, and community organizations partnering for power and acting for equity in Memphis and Shelby County. We are an “organization of organizations,” joining together to give a more powerful voice for issues of justice--guided by our shared faith and values.

MICAHA’s mission is equipping people of faith and goodwill to organize communities for systemic change through collective action. MICAHA’s current work centers around three pillars, or issue areas: Economic Equity, Education Equity, and Race & Class Equity in the Justice System.

MICAHA is searching for a talented and hard-working individual to fill the role of **Administrator**. Successful candidates for this position must be organized, adaptable, responsive, and resourceful—working well within diverse teams. The Administrator will provide administrative and communications support for the staff, working in collaboration with MICAHA leaders and teams.

Key Responsibilities:

- Manage organizational records and database
 - Keep updated lists of partner organizations and voting delegates
 - Maintain fundraising database: manage list of donors, donor acknowledgements
 - Maintain contact database: manage mailing/phone lists, delegate texts/emails, and text/email campaigns with Communications staff
 - Provide monthly partner organization affiliation status report (including signed covenant document, 2 designated voting delegates, dues amount paid/due) to Executive Director
- Coordinate organizational and staff calendars, including scheduling assistance for Executive Director
 - Schedule and set up organizational meetings—virtual/hybrid/in-person; provide technical support as needed during meetings
- Provide office reception and office support
 - Respond to incoming email/phone inquiries and requests, routing them to the appropriate person
 - Prepare and send emails and SMS messages as directed
 - Assist in maintaining group messaging platforms, shared drives (e.g. Google Drive, Google Teams), and other technology management tools such as Asana
 - Manage vendor relationships, supply orders, and invoices in coordination with Accountant
 - Inventory and stock office supplies and equipment
 - Pull together supply kits for external meetings, events, etc.

- Coordinate internal and external communications
 - Keep staff informed of upcoming events, deadlines, etc. as established at staff and organizer meetings
 - Take notes and share notes with action tasks at staff, organizer, and Leadership Council meetings
 - Perform basic upkeep of the MICAH website and publish website events
 - Manage social media communications calendar and posts
 - Design and produce collateral materials for meetings and events
 - Coordinate the creation and distribution of electronic newsletters and news blasts
 - Provide Zoom links and oversee live Zoom participation during meetings
- Manage filings and compliance with local, state, and federal government
- Occasional local delivery/pickup/distribution of MICAH merchandise and materials
- Coordinate fund development logistics and database management
 - Coordinate partner organization dues process, and maintain a record of dues-paying partners
 - Maintain grant database and ensure timely reporting and documentation
 - Research possible grants and coordinate implementation with Executive Director and staff
 - Maintain donor database and provide timely thank you letters with donors
 - Provide monthly fund development reports to Executive Director
- Other duties as assigned

Qualifications/Requirements

- Values social justice and equity, prioritizing the needs of marginalized Black and Brown communities
- Values interfaith collaboration and cultural diversity
- Excellent organizational skills and habits
- Attentive to detail
- Takes assigned projects from beginning to completion
- Excellent communication (written and oral) skills across diverse groups
- Adaptable to various digital communication/project management platforms (e.g. Asana;)
- Proficient in Microsoft Office Suite and Google Suite
- Executive Assistant experience preferred
- Bachelor's Degree preferred but not required
- Bilingual and able to read, write and speak Spanish proficiently desired, but not required
- Able to work in person at offices within Centenary United Methodist Church, Memphis TN
- Work schedules vary by week demands, including evenings and weekends
- Willingness to learn on the job

Schedule & Compensation

This position is full time. Starting salary, \$50,000 annually with benefits.

Interested candidates, please email your resume to hr@micahmemphis.org.