

Job Announcement

POSITION: ADMINISTRATIVE COORDINATOR

HOURS: Part Time

SALARY: DOE, competitive salary range

DEADLINE: April 1, 2008

Founded in 1989, Asian Communities for Reproductive Justice (ACRJ) is at the forefront of building a Reproductive Justice Movement that places the reproductive health and rights of Asian women and girls within a social justice framework. ACRJ promotes and protects reproductive justice through organizing, building leadership capacity, developing alliances, and education to achieve community and systemic change on local, state and national levels.

We are seeking a creative, dynamic, highly motivated administrative coordinator whose primary responsibility will be to maintain the smooth operation of the ACRJ office as well as provide administrative and technical support to the ED and other staff as needed. The ideal candidate will have solid office/administrative experience, demonstrated organizational skills, strong computer skills, and be able to work independently as well as to function well as a team. This is a mid-level position that reports to the Finance and Operations Director.

RESPONSIBILITIES

- Provide administrative support to the Executive Director and other staff as needed.
- Order and organize office supplies, and work with office supply and systems vendors.
- Assist all staff with basic computer troubleshooting, technology, and equipment support.
- Responsible for regular data entry and maintenance of the database.
- Assist with logistical and material support for board and other organizational meetings, convenings and events.

QUALIFICATIONS

- Commitment to ACRJ's mission and social justice.
- Detail oriented and very organized.
- Administrative skills and experience.
- Strong knowledge of computers, technology, and office systems.
- Good written and verbal communication skills.
- Computer skills (PC) and familiarity with Excel, Word, email, and data entry.

PREFERRED

- Graphic design and web design skills.

Salary commensurate with experience
Please send resume and cover letter to:
Chris (at) reproductivejustice.org
Chris Lymbertos
ACRJ
310 8th Street, Suite 102
Oakland, CA 94607
www.reproductivejustice.org

People of color, queer and gender non-conforming people are strongly encouraged to apply