



Job Posting

Job Title: Administrative Coordinator

Position: Part-time, 20 hours per week

Compensation: \$25 per hour

Closing Date: This position is open until filled. Applications accepted now.

About Community Labor United

Community Labor United (CLU) convenes coalitions of community-based and labor organizations to drive strategic campaigns that protect and promote the interests of multi-racial working class communities in Greater Boston and across Massachusetts. Through collaborative research, leadership development, and organizing, CLU works to unite our organizations and communities around a collective plan of action to advance our common vision and agenda for a just and sustainable future.

Community Labor United seeks a committed and detail-oriented individual to bring onto our team as an Administrative Coordinator to help ensure the smooth and consistent operation of our organization.

Job Responsibilities:

- Process all incoming bills and outgoing payments in conjunction with Bookkeeper and Directors
- Support Executive Director and staff on scheduling meetings, arranging meeting space/videoconferencing, providing logistical support and sending reminders as needed
- Gather and organize staff timesheets and consultant invoices on a biweekly basis, work with Bookkeeper on processing payroll
- Receive and sort organizational mail
- Maintain relationship with vendors (including IT consultant, copier service provider, interpreters, etc.), arrange services as needed, and manage and negotiate vendor contracts in consultation with Executive Director
- Work with leadership and staff to maintain digital records and hard copies of key organizational records including foundation grant letters, personnel files, contracts, and vendor files

- Monitor credit card account online; gather and provide backup documentation for all credit card receipts
- Order office supplies, postage, and other needed materials
- Maintain an organized office environment
- Arrange transportation and lodging for out of town travel by staff members
- Identify opportunities to improve administrative systems in consultation with organizational leadership

Job Requirements:

- Commitment to social justice and agreement with program's mission and goals;
- Excellent communication skills--verbal and written;
- Excellent organizational skills-- good attention to detail and well organized;
- Self-motivated—proven ability to work independently;
- Proven ability to work under definite timelines and deadlines;
- Ability to work well with diverse groups and populations;
- Knowledge of computer operations and programs including Microsoft programs, Google docs and spreadsheets, HelloSign and/or DocuSign

To apply, please email a cover letter, resume, and three references to Lindsay McCluskey at lindsay@massclu.org.

Women, People of Color and LGBTQ people strongly urged to apply