



info@southbronxunite.org | www.southbronxunite.org

Job Opening: Administrative Coordinator or Administrative Manager

About Us

[South Bronx Unite](#) brings together neighborhood residents, community organizations, academic institutions, and allies to improve and protect the social, environmental, and economic future of Mott Haven and Port Morris. We envision a South Bronx where **everyone is thriving** because we have equitable access to clean air, nutritious food, truly affordable and quality housing, good health care, resources to advance our contributions to arts and culture, community centers, open green spaces, good schools with adequate resources, jobs with livable wages, a transformative justice approach to public safety, and participatory decision-making for public policies and community development.

Position Overview

We are a small, growing organization with a need for administrative, basic bookkeeping, and general office management support. We seek a highly organized individual with exceptional follow-through who is able to easily move across tasks, respond quickly to requests, manage key administrative functions, and is understanding of the realities of working at a small, grassroots organization. The Coordinator will approach the work with humility, thoughtfulness, a willingness to learn, a commitment to social/environmental/racial justice, and a strong belief in the power of frontline communities to determine our own future.

The position, either Administrative Coordinator or Administrative Manager, is full-time and hybrid (office three days a week, remote two days a week). The salary range for Coordinator is 50K to 57K, with up to two years of administrative experience. The salary range for Manager is 58K to 65K, with a minimum of three years of administrative experience. The position also offers medical, dental, and vision insurance (100% covered by organization, minus co-pays and deductibles), and three weeks of paid vacation. *Please read both the responsibilities and qualifications sections carefully to make sure that we are a good fit for each other.*

Primary Responsibilities

- Provide overall administrative support to staff and board members as needed
- Manage accounts payable and accounts receivable: process invoices, payment requests, expense reports, past due accounts, deposits, grants received, etc.
- Record and track all grants and donations received; track grant milestones, application deadlines, requirements, and reporting deadlines
- Meticulously maintain and organize electronic files, including our digital photo library
- Manage databases (EveryAction), spreadsheets, and other resources
- Keep office organized, monitor office supplies, and order supplies as needed; manage relationships with vendors
- Coordinate use of office by partner organizations
- Develop monthly newsletters and periodic e-blasts
- Assist with preparing and printing materials for meetings, presentations,, and outreach

- Coordinate onboarding of new staff and interns
- Coordinate and schedule meetings and conference calls, manage calendars
- Manage and respond to inquiries sent to our general info email
- Maintain our website (Squarespace), making updates as needed
- Attend meetings to take notes as requested
- Support the upkeep of social media channels, including posts about our work, community events, and relevant news and information
- Support with general outreach to community members and groups, allies, and others
- Support with other admin-related tasks

Experience & Qualifications

- At least one year of basic bookkeeping experience and a commitment to learn QuickBooks Online (if not already familiar)
- Experience and comfort with CRMs (e.g., EveryAction, Salesforce)
- Experience with creating and managing electronic file organization systems
- Hyper-attention to detail: you carefully review and double-check everything
- Organized: you have systems that help you manage your time effectively, stay on top of your projects, and adhere to timelines and deadlines
- Communicative: you acknowledge messages and requests that are sent to you, and you respond in a timely manner; you ask clarifying questions; and you share your ideas, thoughts, and feedback
- Good writing skills, including effective outreach emails and engaging copy for social media
- Outgoing, curious, friendly, and an excellent listener
- Proactive: you do not wait to be asked to do something - if you see a task that needs to be completed, you communicate that to your colleagues and you do it; you initiate projects; and you brainstorm and implement ways to strengthen the organization's work
- Team player: you understand that you are accountable to your colleagues, community members, partners, and allies
- Focused and engaged: you are fully present in meetings and discussions and you are always prepared to contribute feedback and ideas
- Flexible: you understand that we are a growing organization in the process of developing and better defining internal policies, and you are comfortable with that
- Preferred: Fluency in Spanish

We will consider a candidate's full range of educational, professional, and life experiences. We do not require any specific level of formal educational attainment.

Apply

Please submit a cover letter and resume describing your interest in and qualifications for the position to: info@southbronxunite.org, with "Administrative Coordinator" or "Administrative Manager" in the subject line. Please also indicate in your cover letter where you heard about the position.

South Bronx Unite is an equal opportunity community based organization which actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We encourage applications from people with lived experiences in the communities in which we live. We give careful consideration to all applicants.