



## Job Announcement

### Program & Administrative Coordinator (Full-time, Non-Exempt, \$90,000-\$110,000)

#### Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for individuals and families with extremely low incomes. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

#### Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

#### Job Summary

The Program and Administrative Coordinator will primarily support the Regional Impact Council and Economic Mobility teams. Key responsibilities include coordinating and managing meetings (virtual, in-person, and hybrid) of both the [Regional Impact Council](#) (RIC) and the [High-Road Transition Collaborative](#) (HRTC) and providing other needed administrative and scheduling support for both teams and the organization as a whole.

The ideal candidate will have 2-3 years of experience in administrative/coordinator work, ideally at a mission driven organization, and have exceptional attention to detail and organizational skills. They will be familiar with the Bay Area for in-person meeting coordination and venue and meeting space gatherings.

#### Key Responsibilities

##### **RIC in-person activities and events (25%) and administrative support (30%)**

- Collaborate with staff team to support administration and operations of the [Regional Impact Council](#) (RIC), a group of stakeholders addressing poverty and housing insecurity in the Bay Area

- Coordinate hybrid bi-monthly RIC committee meetings including: visit and book potential venues, coordinate room reservations, prepare materials for printing, set up meeting venue, order meeting materials, provide tech support (to in-person and remote attendees), and manage day-of operations
- Support event planning for large All Home events for 100+ attendees including: visit, book, and coordinate with venue, solicit/manage vendors, contract services, manage guest list and email communications, order materials, manage and support day-of operations
- Coordinate RIC-related committee meetings, happy hours, holiday events and gatherings across the region as needed
- Set up and send meeting invitations, including: visit and book meeting rooms in advance for in-person meetings and set up links for Zoom/other formats for virtual meetings
- Work with All Home finance team to ensure prompt payment for vendors
- Manage committee rosters and meeting materials for distribution
- Maintain Salesforce data for all RIC items
- Conduct heavy calendar management for Chief Partnership Officer
- Coordinate with All Home Communications team to maintain RIC webpages and send large group stakeholder communications
- Process letters and emails, prepare documents and presentations, and copy and distribute documents as needed for RIC external meetings
- Interface with numerous government agencies/offices/authorities to support all engagements related to the RIC

#### **Provide Administrative support for the Economic Mobility team (25%)**

- Collaborate with Economic Mobility team to support administration and operations of the [Bay Area High Road Transition Collaborative \(HRTC\)](#), a large workforce coalition convened by All Home
- Provide administrative support, including: assist with notetaking and meeting minutes processes, follow-up reminders and communication, create Zoom registration pages, slide deck management, monitor attendance, virtual tech management
- Support Economic Mobility team with other administrative tasks, including purchasing, calendaring, project coordination matters, and drafting meeting agendas
- Perform data organization tasks as requested, including: stakeholder coordination and list management, large group meeting scheduling, internal Google drives, Google listserv mgmt. and others
- Conduct light calendar management for the Chief Economic Mobility Officer and Director of Housing and Economic Strategy

#### **Other All Home administrative team support (20%)**

- Provide overall administrative support for Chief Partnership Officer, Chief Economic Mobility Officer, and Chief Impact Officer, and other Executive staff
- Manage calendars for supported executives and conduct scheduling for their teams
- Track and report lobbying time for supported executives
- Support planning and logistics for staff and team meetings, including both remote/hybrid meeting technologies and in-person meeting logistics

- Support efforts to improve All Home's office in downtown San Francisco, including purchasing and restructuring existing space to be more efficient and useful
- Provide general administrative support along with other members of the Admin Team, and perform other job-related duties as assigned or needed

## Qualifications

- Minimum 2-3 years relevant experience in administrative or coordinator work, ideally at a mission driven organization
- Familiarity with the Bay Area region for meeting coordination and collaboration with stakeholders
- Advanced planning and organizational skills, with strong attention to detail and ability to manage many stakeholders across government, private and non-profit agencies
- Advanced calendar management skills in Gmail/Google Calendar
- Strong project management, time management, planning, and prioritization skills
- Excellent communication, interpersonal, and problem-solving skills
- Ability to engage in continued conversations about justice, equity, diversity, and inclusion, with a racial equity focus, and to apply those conversations to daily work
- Well-versed in Zoom, including familiarity with settings and features to manage hybrid and virtual meetings (screen/audio sharing, breakout rooms, polls, chat, etc.)
- Fluency with Google Workspace, MS Office suite (particularly Excel and PowerPoint), Slack, Salesforce, MailChimp, Wordpress, and other applications that ease remote collaboration

## Reporting + Organizational Relationships

This position will report directly to All Home's Director of Housing and Economic Strategy.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

## Compensation & Classification

All Home is committed to paying competitive wages. Salary range is equivalent to \$90,000-\$110,000 (\$43.27-\$52.88/hr). Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time non-exempt position.

## How to Apply

**Please submit a resume and cover letter to [ProgAdminCoordJob@allhomeca.org](mailto:ProgAdminCoordJob@allhomeca.org).** Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by October 30, 2023.** Position is open until filled.

## Hybrid Work Environment

All Home has a hybrid workplace where employees do both remote and in-person work. We have mandatory in-person all-staff gatherings at least once per quarter and staff are

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required to attend other in-person meetings as needed. Employees can also use our limited office space in downtown San Francisco.

Preference will be given to candidates already based in the Bay Area. Exceptional applicants from outside the region may be considered, provided they plan to relocate to the Bay Area and participate in required in-person meetings and events. This position's workplace will be our office in downtown San Francisco, even if the employee chooses to spend a majority of their workdays from their home office.

## **COVID Vaccine Requirement**

All Home employees must confidentially show proof of an up-to-date COVID-19 vaccination as a condition of employment, unless they seek and receive an accommodation due to a medical condition or sincerely held religious belief or practice.

## **Physical Demands**

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Driving and Local or Domestic Travel**

The employee must have a valid driver's license and be able to travel periodically: to our downtown SF office, to meet partners throughout the region, and/or to conferences or events held in other regions of the U.S.

## **Equal Employment Opportunity**

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

## **Applicants with Disabilities**

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.