



<b>Job Title</b>	<b>Administrative and Communications Coordinator</b>
<b>FLSA* Designation *Fair Labor Standards Act</b>	<i>Exempt</i>
<b>Reports to</b>	<i>Co-Directors</i>
<b>Status</b>	<i>Part-Time (50%)</i>

**Job Purpose**

The Administrative and Communications Coordinator plans, implements, and monitors a broad range of activities that allow Wisdom & Money to operate effectively and efficiently. This person works alongside the Co-Directors and Board in the development and production of communications, including emails, blogs, print material, social media, direct mail, the organization’s website, internal communications and minutes. This person manages logistical details related to the Wisdom & Money physical and digital workplaces; digital team platforms; scheduling; information processing, mail distribution, printing and reproduction, and records management. This person also coordinates logistical details for virtual and in person Wisdom & Money retreats and meetings, including scheduling, videoconference set up, registration, travel, meals and lodging.

**Core Competencies**

The mission of Wisdom & Money is to “[invite] people of wealth to engage with money as a doorway to spiritual Transformation” at the personal, communal and systemic levels. Core competencies identify the skills, knowledge, abilities, attributes, and behaviors that all employees and volunteers are expected to demonstrate in carrying out the mission and purpose of Wisdom & Money. Proficiency in these core competencies is sustained by applying Wisdom & Money’s core practices. They are:

- Transformative Practice and Leadership
- Communicative Competence and Accountability
- Adaptability and Flexibility
- Partnering and Discerning in Spiritual Community
- Personal Financial Transparency in Strict Confidentiality

NOTE: This document is an outline of the primary duties and responsibilities assigned and may be changed at the discretion of the Co-Directors acting unanimously, formally or informally, either verbally or in writing. All staff members are expected to assist Wisdom & Money in achieving its goals even if such tasks are beyond the scope of this outline. The job description does not constitute an employment contract, implied or otherwise, other than an “at will” relationship and is subject to change by management as the needs of Wisdom & Money and requirements of the job change.

## Job-Specific Competencies

### **Technology Management**

Uses efficient and cost-effective approaches to integrate technology into the workplace and improve effectiveness. Develops strategies using new technology to enhance decision-making and working in teams. Understands the impact of technological changes on Wisdom & Money.

### **Project Management**

Sets, prioritizes, and achieves goals, objectives, and strategies. Plans and organizes resources to deliver required objectives. Develops project plans, manages milestones and drives projects forward. Keeps projects on track. Knows principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources.

### **Media and Communications**

Utilizes knowledge of media production, communication, and dissemination techniques and methods. This includes ways to inform via written, audio, digital and visual media. Communicates and shares ideas effectively both orally and in writing. Conveys ideas clearly and concisely. Designs and produces communication tools; for example, direct mail, websites, e-mail newsletters, blogs, annual reports, videos, media relations, social media, social networks, etc.

### **Interpersonal Communications**

Facilitates an open exchange of ideas and fosters an atmosphere of open communication. Establishes proactive communications and builds cooperation among staff, board, community, and circle members. Supports others to acquire the tools and support they need to communicate well. Develops and builds effectiveness of teams. Engages in shared practices of personal transparency.

## Duties and Responsibilities

### **Administrative/Managerial Support:**

1. Coordinates the Wisdom & Money physical & digital workplaces, including finding office space, setting up utilities, and managing digital team platforms.
2. Performs general clerical functions, including distributing mail, mailing packages, ordering supplies, scheduling, video conference set up, preparation of expense reports, etc..
3. Processes donations, including scanning, filing physical and digital copies, recording in salesforce, depositing, etc..
4. Finalizes and ensures proper filing of staff meeting minutes.
5. Works with staff to maintain funder reporting systems, processes, and requirements.
6. Manages paper and electronic files.
7. Works with Co-Directors to ensure annual state registration filings are up to date.
8. Prepares annual insurance review and renewal.

## **Communications:**

1. Works in partnership with Co-Directors to develop communications vision, strategy, and plans.
2. Coordinates the design and development, with occasional writing, of letters (e.g. direct mail appeal letter), blog reflections, newsletters, invitations, Annual Report, retreat booklets, etc.
3. Works with staff to create/collect website/social media content changes and ensures that all changes are made in a timely and accurate manner.
4. Maintains email and database management systems.
5. Oversees planning, production, and content integration of digital media.

## **Board of Directors Support**

1. Works with Co-Directors to schedule board meetings and arrange zoom or physical meeting space.
2. Coordinates travel, meals, lodging details for board retreats
3. Makes arrangements for meetings of board committees and ensures proper filing of minutes.
4. Attends and takes notes at Board Meetings.
5. Creates follow up action plans for staff and committees
6. Files official minutes in digital and physical files.
7. Keeps Board Roster Up to Date
8. Provides administrative support to board and staff in designing and carrying out fundraising activities.

## **Retreat Support**

1. Works with Co-Directors to schedule retreats and arrange zoom or physical meeting space.
2. Coordinates registration, travel, meals, lodging details for retreats

## **Requirements**

### **Minimum:**

- Bachelor's Degree or equivalent.
- Excellent English, both spoken and written.
- Some communications coursework or relevant work experience.
- Team player, flexible, and well-developed interpersonal skills.
- Ability to maintain confidentiality.
- Valid drivers' license and has access to transportation.
- Ability to work weekends and flexible hours when required.
- Ability to work from a home office.
- Willing to travel nationally (2-5 trips annually).
- Proficiency in Microsoft Office, desktop publishing software and digital graphics (such as Adobe Suite), Salesforce, Wordpress, Social Media Platforms, Donate Now, Dropbox, Doodle, Google Drive
- Willingness to learn the Be Present Empowerment Model® & Contemplative Spiritual Practices.
- Understanding and acceptance of Wisdom & Money Core Values and Core Practices.
- A sense of commitment to the mission and work of Wisdom & Money

**Preferred:**

- Located near Santa Cruz, CA or San Francisco Bay Area to facilitate in person meetings with Co-Director
- Experience in the Be Present Empowerment Model®.
- Knowledge of Christian Wisdom principles and practices
- 2 to 4 years of communications experience in a nonprofit environment.
- Bachelor's degree in Communications
- Ability to manage multiple projects and/or events.
- Experience in preparing Grant/Foundation proposals.
- Enthusiasm for transparency practices

**Physical Demands and Work Environment****Physical Demands**

- The Administrative and Communications Coordinator frequently communicates with co-workers, the Board of Directors, donors, and the general public. Therefore, the Administrative and Communications Coordinator must be able to exchange accurate information in various situations.
- The Administrative and Communications Coordinator must be able to inspect documents and other writings at close range.
- The Administrative and Communications Coordinator must be able to remain in a stationary position 75% of the time.
- In addition, the Administrative and Communications Coordinator must constantly operate a computer and other office productivity machinery, such as mobile telephone, and printer/scanner.
- The Administrative and Communications Coordinator must be able to position themselves to maintain computers and other office equipment, which may be at floor level, pick up packages from the floor, and occasionally service lights.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Administrative and Communications Coordinator. Reasonable accommodation may be made to enable people with disabilities to perform the described essential functions of the Administrative and Communications Coordinator's job.

**Work Environment**

While performing the responsibilities of the Administrative and Communications Coordinator's job, these work environment characteristics are representative of the environment the Administrative and Communications Coordinator will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Administrative and Communications Coordinator's job.

Working conditions are normal for an office environment. The noise level is usually quiet to moderate.

**Salary and Benefits**

Wisdom & Money's Total Provision Philosophy is inspired by the early Christian community's practice of caring for each other's needs and by our belief that God continues to work in history to emerge economic paradigms

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that support life for all. Caring for employee needs and wellbeing is the cornerstone of our Total Provision Philosophy.

In keeping with this philosophy, each staff member is provided with a salary that is intended to provide for basic needs such as housing, food, transportation, health and recreation. Wisdom & Money’s pay band applies to all salaried employees and is currently \$30,000 to \$97,500 for full time employees. In determining the specific salary for this position, the following factors are considered: comparable positions in the city/area where the employee works; feedback from employees about how well the compensation package meets their needs; and organizational capacity.

In addition, Wisdom & Money has a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting their needs. These include: health and dental insurance, contribution to a health savings account, a Simple IRA contribution, work-life benefit, paid time off, and support for professional development and spiritual retreat. Please see the employee handbook for more details.

Details of salary and benefits will be outlined in the Letter of Engagement.

**Direct Reports**

None

**CERTIFICATION**

Employee Signature		Supervisor’s Title	
Printed Name	Date	Supervisor’s Signature	Date
I certify that I have read and understood the responsibilities assigned to this position.		I certify that I have read and understood the responsibilities assigned to this position.	
Co-Director		Date	
I approve the delegation of responsibilities outlined herein.			

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