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## Administrative Manager Position Description

### Overview

The Colorado Reproductive Health, Rights, and Justice Coalition Coalition Administrative Manager functions as a major helper and facilitator to the Colorado Reproductive Health, Rights, and Justice Coalition. In support of the Coalition, they manage administrative tasks, ensure cohesion and communication, and effectively keep the Coalition's major responsibilities running.

The Coalition Administrative Manager reports to the Co-Chairs of the Coalition and will work closely with the Coalition Managing Director.

Member organizations of the Coalition are ACLU Colorado, Cobalt, COLOR, Interfaith Alliance, New Era, Planned Parenthood, and ProgressNow.

### Responsibilities

**Structure & Systems Management:** The Coalition Administrative Manager supports the daily functioning of the Coalition by maintaining and creating systems that increase communication, transparency, efficiency, and collaboration amongst all partner organizations. The Administrative Manager is the "glue" or "conductor" of the Coalition meaning that they participate in all meetings and should be looped into all coalition communications to streamline coalition needs.

- *Duties include but are not limited to:*
  - Maintain Coalition calendar, shared drive, committee notes, listservs, Slack, and other virtual communication and records systems

- Organize and maint Coalition documents and share them with new staff members
- Follow the work and calendars of each Coalition organization and share it across the coalition
- Work with the Managing Director to ensure alignment of systems and processes with the the coalition's goals and work plan
- Work with committee members (Principals, Communications, Policy and Organizing) to schedule regular meetings
- Facilitate meetings / discussions for the whole coalition; Lead three sub committees (policy, communications, and organizing) in tandem with Co-Chairs
- Work with external vendors for the coalition, including managing translation of materials

**Supporter in Building a Positive Coalition Culture:** The Administrative Manager is a major helper (aide?) in creating a positive coalition culture, in collaboration with the Principals, to ensure our organizations work cohesively and positively toward our shared vision.

- *Duties include but are not limited to:*
  - Introducing new staff members to each other and facilitating collaboration in consultation with Principals
  - Identifying trainings events and webinars and calendaring it for the coalition
  - With direction from the Principals, help organize coalition networking events and activities

Position status: Regular, full-time, Exempt

Salary: \$50,000 - \$55,000

Benefits: Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

*This position is housed at NEO Philanthropy. The application process will be managed by the Cobalt Foundation but the selection process will be directed by the Colorado Reproductive Health Rights and Justice Coalition. Accepting Applications until September 16, 2022.*

*To apply, please submit your resume and cover letter to [jesssantos@cobaltadvocates.org](mailto:jesssantos@cobaltadvocates.org).*