



## JOB POSTING: Program Coordinator

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**JOB TITLE: Program Coordinator**

### **ORGANIZATION**

Inside Circle (IC) is a nonprofit organization that builds transformative environments for system-impacted youth and adults to heal, find purpose, and build meaningful lives of service.

### **POSITION OVERVIEW**

The Program and Administrative Coordinator position is a key team partner providing **clerical, administrative, and organizational support to our programs**, our Executive Director (ED), and our team overall. This position reports directly to Eldra Jackson, III, *Executive Director*, and is also utilized by our Program Director and our consultant team (marketing, advancement, and capacity-building) as needed.

### **ORGANIZATION CULTURE**

Inside Circle is a grassroots organization led by those most impacted by the work we do. It's an all-in environment: the team is dedicated to the work, and is highly supportive of each other. We're at an important moment, on the cusp of significant growth. We're looking for someone who is motivated by our mission, and who is interested in learning and growing with us. The work is performed primarily in a remote setting with a goal of moving to a hybrid remote/ in-person workplace over time. We are looking for someone in the Sacramento area.

### **SPECIFIC RESPONSIBILITIES**

This position is primarily an administrative, clerical role, providing critical internal structure and oversight to our programming work. It is not a programming role. This position supports multiple areas of our work, including Donor Relations, Program Coordination, Administrative support for our Executive Director and Board, as well as basic operational support including invoicing and subscription management. Specific duties under these areas include but are not limited to:

#### **Donor Management:**

- Supporting grant tracking and reporting
- Donor database management (Network for Good experience preferred)
- Thank-you letters and recording
- Online outreach campaign support

#### **Program Management**

- Event coordination for Outside Circle events (RSVP management, venue, etc.)
- Pen Pal program (recruiting, managing, reporting)
- Inside Newsletter (assembling and distribution)
- Management of program participant database



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- Podcast process tracking and communication
- Support Social Media messaging
- Mail tracking and replies
- Support Program Impact tracking
- Additional event support as needed (fundraising events, etc.)

### **Board & ED support**

- managing communications/scheduling
- transcribing/assembling minutes
- supporting committees as needed
- general administrative support for ED

### **Finance/Ops Support**

- submit and track invoices
- Manage vendors and platform subscriptions
- Support Quickbooks reporting
- Certification and registration calendar management
- Support year end tax documentation

### **QUALIFICATIONS / ESSENTIAL SKILLS & ABILITIES**

- Proficiency with Excel/Google sheets, Google Drive and Google forms, Network for Good, Canva, Eventbrite, Zoom required
- Proficiency with Quickbooks is an asset
- Strong administrative and organizational skills
- Sound interpersonal skills – we collaborate with a broad range of partners and participants, a successful candidate will be comfortable with a wide range of people
- Ability to work effectively both independently and as part of a team; we're a largely remote workplace, with a lot going on! We'll need you to manage your time effectively and efficiently
- Strong writing skills
- Mission-driven; passionate about re-entry, youth justice, and Inside Circle's vision and constituencies
- Unquestionable personal code of ethics, integrity, and trust

### **COMPENSATION**

This is a full-time hourly position. Salary is \$22/hour; estimated at \$46,000 annually. Benefits include generous holiday/vacation policies, 401K matching.

***Please submit cover letter and resume to: [info@insidecircle.org](mailto:info@insidecircle.org) by November 11, 2024***