



Post date: 09/08/2021

Operations Coordinator Commitment to Black Liberation

Mass Liberation Arizona is a political education, advocacy and civic engagement organization dedicated to organizing and mobilizing the Black electorate in Maricopa and Pima counties to create a permanent progressive movement and infrastructure in the city and beyond; one that is committed to reversing decades of racialized poverty, criminalization and incarceration in Black communities. We are committed to a long term approach building the political and electoral power necessary to secure an investment of resources in Black communities to ensure that our families and children will no longer be denied the quality of life and access to the opportunities we deserve. ***We are also abolitionists who are actively working to abolish these very systems elections are held within.***

We are currently seeking one strong and dynamic Operations Coordinator to join our statewide team! Operations Coordinator is a full time position. You will work in partnership with the Mass Liberation Leadership Team and collaborate closely with our institutional partners and external consultants. The Operations Coordinator will ensure smooth operations for Mass Liberation AZ and be responsible for meeting schedules, logistics and coordination, travel arrangements, coordinating meeting logistics, invoice processing, expense reimbursements, and other administrative tasks. The position will report directly to the Executive Director.

Essential Duties and Responsibilities

1. Administration and Operations
 - a. Manage Day-to-day operations of the organization
 - b. Provide administrative support for executive leadership
 - c. Update and maintain the MLAZ newsletter database in ActionNetwork and MailChimp applications
 - d. Coordinate flocking meetings, including attendee management, preparation of materials, room and conference/video call set-up, and resolve all technical issues
 - e. Identify operational inefficiencies. Propose and implement effective solutions to the Executive Director to improve daily operations

- f. Provide administrative support to the Executive Director and Leadership staff, including but not limited to expense report process, calendar management, and travel coordination.
2. Compliance and finance
 - a. Liaison between Mass Liberation AZ and our fiscal sponsor, Tides Advocacy, regarding program, legal and financial matters.
 - b. Ensure Mass Liberation AZ is compliant with rules and legal requirements.
 - c. Work with staff, freelancers, consultants, and vendors to facilitate the processing of reimbursements, contracts, invoices and other payments.
 - d. Maintain internal budget and other financial reports.
 - e. Organize and maintain an online filing system and project management calendars. Ongoing management of our relationships with institutional partners and fiscal sponsor, Tides Advocacy.
 - f. Prepare documents to support fundraising and partnership development efforts. Seek out ways to enhance and improve intra-project communication.

Other Duties and Responsibilities

1. Manage the internship program; assign interns to projects based on program needs and individual skill set.

Qualifications:

- Preferred 2-3 years experience in operations role
- Training background
- A strong commitment to the civic engagement of historically underrepresented communities or lived experience of disenfranchisement, incarceration, or voter suppression.
- Attention to detail and ability to develop and implement efficient systems
- Strong interpersonal communication skills in person, on the phone, and in writing
- A commitment to racial equity and social justice
- Ability to work independently and manage multiple projects at once
- Ability to work well under pressure, resolve conflicts, and meet deadlines
- Availability to work weekends and evenings
- Microsoft Excel, Word, Google Docs, Google Sheets with an ability to learn online database platforms and general comfort with tools.

Additional Preferred Experience:

- General familiarity with abolitionist principals and community organizing
- Knowledge of criminal justice reform initiatives in Arizona
- Access to a phone, laptop/desktop computer, high-speed internet connection preferred

Education and/or Experience

Having lived experience or impacted by the injustice system. 4+ years experience in project coordination, administration and finance. Demonstrated commitment and passion for abolition, transformative justice and the mission of ending mass incarceration in

Arizona.

Knowledge of local, state, and federal policy that impacts injustice system reforms that lead to abolition. Solid knowledge of basic filing, budgeting, accounting and other office procedures. Experience with Netsuite, Salesforce, Google Suite programs and high level of comfort with technology. You must be able to work independently with limited supervision, be exceedingly well organized, flexible and enjoy the challenges of supporting the operational needs of a decentralized team.

The Operations Coordinator reports to the Executive Director and works collaboratively with staff, contractors, vendors, partner organizations, local and state legislators, and policy makers on a weekly basis to maintain and enhance Mass Liberation Arizona's efficiency.

Physical Demands

Must have physical ability to move and lift boxes and equipment weighing 20-30 pounds. Travel may be required. Must be able to travel domestically on an airplane. Must be able to sit at a computer for extended periods of time.

Work Environment

This is a remote telecommute position that requires travel, especially within Maricopa and Pima counties, but may include other jurisdictions within Arizona. Work hours, depending on circumstances, may sometimes be odd and will regularly include night or weekend assignment

Pay:

- \$45,825 - 52,000/year (salary based on a 40 hour work week)

Employment Type:

- Full-time

How to Apply:

If interested, please send resume or letter of interest to jobs@masslibaz.org - subject line: Operations Coordinator Application - Last, First Name