

# MARTIN LUTHER KING JR. FREEDOM CENTER

NONVIOLENCE • EQUALITY • YOUTH • ECOLOGY

## Administrative Associate

Contact: Dr. Karen Bohlke, [Karen@mlkfreedomcenter.org](mailto:Karen@mlkfreedomcenter.org)

### Summary of position:

30 hour per week, temporary 3 month Administrative Associate position working in rigorous CAMPAIGN SYTLE leadership nonviolence effort. Requires comfort with coaching approach to relationships, personal transformation and social justice. Must have experience with diverse communities (cultures and races other than one's own). Position assists in administrative duties, scheduling and correspondence, database development, office management, IT (printer and computer system) problem solving, outreach to friends, funders and community members and board development.

### Required Skill and Qualifications:

Minimum of four years experience in non-profit administration (required) and/or programming (optional) with BA or equivalent in related field. Must have desire to work in campaign approach to community organizing and direct campaign experience. Strong writing, reading and communication skills. Ability to work with a team. Willingness to practice principles of nonviolence as expressed through a commitment to the transformation of public education, building community, creating peace, strengthening democracy and environmental stewardship.

### Components of the Job:

- Assist in office management, attending to ordering and organization of supplies, answering phones, providing protocol and reception in office, and overall organization and efficiency of work areas.
- Prepare work for Community Organizers (volunteers) and supervise office and project staff (as assigned) in the day-to-day operations of the agency.
- Able to participate in evening, weekend, and traveling events and activities with the direct programming and community organizing events of the Freedom Center (this is not simply a Mon-Fri 9-6pm job).
- In charge of agency database: software use, updates, expansion and interface.
- Goal setting for agency database: fund development, elected officials, community groups, faith based and organization system for all lists.
- Interface between lists and Vertical Response, coordinating with other staff for regular communication with others (define, goal set, and implement).
- Staff the Executive Director in related areas of work.
  1. Assist in formal correspondence
  2. Assist in scheduling of meetings, and coordination go calendars
  3. Representing the agency in meetings as assigned
  4. Assist in research as needed
- Preparation and participation in agency meetings with funders, collaborators, government officials and other key community stake holders
- Mapping of community organizations and activities in related areas of work
- Attendance at community event and stakeholder events, in coordination with the team of the Freedom Center
- The capacity to attend public and community events with the designation of the Martin Luther King Jr Freedom Center as both primary, and (in most cases) sole purpose and role.
- Staff Board of Directors meetings, assist in communications with board members.
- Oversee promotion and development of agency social media and website.
- Seek lists and contacts, research educational conferences.
- Staff Executive Director in curriculum development project. Insure we have monthly measurable and that they are met.
- Research and help with tracking of possible funding sources.

- Use or personal vehicle, insured and able to drive young people to and from events as needed.
- Initiate weekly work plan and carryout out evaluations for self-change conduct.
- Study and practice the principles of nonviolence so that one's own transformation and change is the basis for working with others.
- Participation in agency daily journaling (on personal time).

Salary/Benefits:

\$20.00-22.00 per hour, doe.

To Apply:

Please send resume and brief cover letter to [Karen@mlkfreedomcenter.org](mailto:Karen@mlkfreedomcenter.org). Please include three references including at least one former employer. Please feel free to call with questions (cell) 206 755 3677.