
Administrative and Operations Coordinator JOB DESCRIPTION

Location: Remote/Seattle, WA (*job must be performed within the United States*)

Reports to: Lab Leader

About the Praxis Project

The Praxis Project is a values-driven, national nonprofit organization that seeks to improve health justice through partnerships to build community power and increase authentic collaboration and engagement. Praxis believes strongly that organized communities are critical partners in the struggle to create healthy communities. Praxis works with over 200 diverse grassroots groups across the United States that influence local policy, mobilize communities, and strengthen programs and organizations to improve health, equity, and racial justice. Praxis works to enable local efforts to build community power through training, technical assistance, capacity-building, hosting spaces for building relationships and learning, as well as comprehensive fiscal sponsorship. Our capacity-building programming is focused on partnerships that actively advance Praxis' mission to build healthy communities by transforming the power relationships and structures that affect our lives. For more information, please visit www.thepraxisproject.org.

About People's Economy Lab

People's Economy Lab works to advance a Just Transition to a solidarity economy in Washington state by supporting the development of equitable economic systems that center and empower Black, Indigenous, and communities of color. We build networks of leaders and advance projects that reshape our local economy towards one that is just, sustainable, and regenerative. Learn more at www.peopleseconomylab.org

Position Summary

This is a new part-time Administrative and Operations Coordinator position to support the efficient management of our organization's fiscal, operational, and project needs. The ideal candidate will be detail-oriented, proactive, and have a strong background in administration, operations, and project coordination, with excellent organizational and team communication skills and the ability to manage multiple tasks simultaneously in a decentralized project-based team.

The position works an average of 15-20 hours per week to start (to be finalized with candidates based on skills, availability, and organizational needs). The salary range for this position is **\$30.00-\$34.00** per hour based on experience. It is a non-exempt position with a general work schedule of **Monday through Friday**. You will need to be available for team meetings but will also have the flexibility to choose your hours within this time range to meet communications and timeline expectations internally and externally.

Duties and Responsibilities

Duties and Responsibilities include:

- 1) Fiscal and Contract Operations (35%)
 - a) Support and serve as PEL's liaison to The Praxis Project, PEL's fiscal sponsor.
 - b) Develop and maintain systems for tracking PEL's budget, accounts payable and receivables, including working with Praxis to generate and manage invoices.
 - c) Work with Praxis to ensure compliance with financial and operational requirements.
 - d) Work with PEL project leads to ensure external contracts are secured and processed with Praxis in a timely manner.

- 2) Team and Operations Support (40%)
 - a) Coordinate the development and maintenance of operational systems, such as Google Drive and task management tools, to enhance team productivity.
 - b) Collaborate with the PEL team to develop, execute, and track the team's work plan.
 - c) Work with Praxis to facilitate hiring processes, including drafting job descriptions, managing hiring workflows, and overseeing ongoing HR and contractor tasks, as needed.
 - d) Participate in weekly team meetings, ensure agendas are prepared, and tasks are documented and rotate facilitation and note-taking responsibilities.
 - e) Assist in planning and organizing in-person and online events.
 - f) Provide administrative support for re-establishing and coordinating PEL's Community Advisory Committee.

- 3) Project Coordination (25%)
 - a) Track project budgets, deliverables, and timelines, and organize kickoff meetings as needed and as hours allow.
 - b) Collaborate with project leads to define roles, tasks, and schedules.
 - c) Coordinate efforts of team members and contractors involved in projects.
 - d) Monitor project progress, identifying and addressing any emerging gaps or needs.

This is not a 100% comprehensive list of all duties and responsibilities that may be assigned.

Qualifications, Education, and Experience

- Associates or equivalent and minimum of three years of experience (ideally paid) in a combination of the following areas: operations, administration, grants/contracts management, budgeting & fiscal management, project management, team support
- Excellent attention to detail and follow-through.
- Demonstrated proficiency with technology. Strong knowledge of Google Workspace and Zoom.

- Strong oral and written communication skills for internal and external audiences.
- Strong organizational skills, able to work independently and in a team, prioritize and manage several tasks efficiently, shift priorities, and adapt to change.
- Commitment to being a team player and supportive colleague with strong interpersonal skills.

Desired Qualifications: Skills, Knowledge, and Abilities

- A deep commitment to racial equity and social justice and strong alignment with PEL's values
- Alignment with the [Just Transition framework](#), solidarity economy practices, and deep systemic change
- Strong respect and commitment to learning about others
- Strong sense of service to community, humility, and recognition of our role as facilitators rather than lead actors

Mental and physical demands

- High level of concentration and attention to detail required.
- Extended time sitting or standing, while at a computer.
- Praxis and PEL currently work remotely both as an internal team and with our partners. Leading and participating in remote video and telephone conferences is required.
- Multiple video conferences per day with camera settings and video camera on.
- In-person team retreats and/or participation in the greater Seattle area networking events may be expected approximately 1x per quarter.
- Extensive interaction and communication with colleagues and strangers, in person and virtual.

Equal Opportunity Employer

The Praxis Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law.

Praxis participates in I9 & E-Verify. You must be able to prove you are legally authorized to work in the United States. This role may require a background check.

The Praxis Project will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on Praxis operations. Please submit reasonable accommodation requests to people@thepraxisproject.org.

Required Training

Praxis is committed to fostering a safe and welcoming work environment. All Praxis employees are required to complete training on preventing harassment and discrimination, managing bias, and creating an inclusive workplace on an annual basis. Ongoing training may be assigned for professional development purposes.

Benefits

Employees who are scheduled less than 30 hours per week are not eligible for dental, medical, or vision benefits. They are immediately eligible to receive these specific holidays off with pay any time they fall on a normally scheduled workday for the employee. These holidays are listed in the employee handbook. Employees hired to work nineteen (19) hours and under per week do not accrue vacation time.

To Apply

Please submit your application for the People's Economy Lab **Administrative and Operations Coordinator** position at The Praxis Project by emailing shiho@peopleseconomylab.org. Screenings will begin the week of **February 10, 2025**. Applications will be reviewed on a rolling basis until the position is filled. **Applications will only be accepted with a resume & cover letter until February 21st**. If you have any questions, please contact shiho@peopleseconomylab.org. The ideal start date is **March 3, 2025**.