



coalition for spiritual & public leadership

Mission: The Coalition for Spiritual and Public Leadership (CSPL) works to create a more just Chicago and Church through grassroots campaigns to change racial, economic, social, and environmental structures by developing leaders rooted in and inspired by the Catholic traditions.

Vision: The Coalition for Spiritual & Public Leadership is a Chicagoland not-for-profit, multi-racial, multi-ethnic grassroots led coalition that includes parishes, institutions and communities to address racial, social, economic, and environmental injustice by building power that is rooted in the vision of the Gospel of Jesus Christ. CSPL trains and develops faith leaders and their respective congregations and institutions to enter into public life in a manner that is strategic, communal, and grounded in the Catholic spiritual and theological traditions.

JOB DESCRIPTION FOR OFFICE COORDINATOR (PART TIME)

Title: Office Coordinator

Work Commitment: Part Time

Reports To: Executive Director

RESPONSIBILITIES

1. Communication
 - Coordinates: Email, Correspondences (Written, Oral, Flyers, Pamphlets), Fax, Phone, Postal mail (incoming and outgoing), Shipping and Package reception
 - Send memos and reminders to officers/membership/staff
 - Office point of contact for CSPL
2. Administrative
 - Maintenance of schedules (calendar)
 - Maintaining digital finance and contacts database (Quickbooks & Mailchimp)
 - Schedule appointments
3. Organizational Support
 - Creating, implementing, updating procedures
 - Prepare meeting logistics
 - Advocate for improving efficiency of customer relations and services
 - Establishing travel arrangements for staff, board members and leaders
 - Maintaining relationships with partner suppliers
4. Office Management
 - Organizes office

- Equipment Maintenance – phones, copier, printer, computers, paper shredder, coffee maker, water filter, etc.
 - Filing documents – electronic and paper
5. Follow up with organization donors and members appropriately
 - Track donations and dues in order to thank each gift appropriately in coordination with ED and Finance Committee
 - Work with Finance Committee, staff and board to manage and build donor relationships and build a donor database
 - Coordinate annual dues reminders and follow up to CSPL member organizations and individuals
 6. Manage organizational data appropriately
 - Ensure sign-in sheet info entered into database accurately and in timely manner (within one week of event) to track CSPL's members, base, and growth.
 - Update website with items (issue team meetings, fundraising events, etc.) and send organizational emails as needed
 - Coordinate staff use of database and other online tools to support digital organizing, donations, event registration and email updates
 - Ensure data is organized effectively (e.g. segment member list of about currently into groups geographically, by donor status, issue area, etc.)
 7. Support organizational events
 - Provide logistic support for 3-6 annual events: fundraisers, public meetings, etc. (May require periodic weekend work)
 - Support director and organizers in executing site contracts and managing relationship with location staff
 - Ensure registration and payment process with event registrations

QUALIFICATIONS

- Team oriented
- Bilingual in English and Spanish preferred but not required
- Accurate and detail oriented
- Customer-service attitude
- Deadline oriented
- Experience / comfort with online tools for communications / data
- Experience with Microsoft Word and Excel
- Experience with Quickbooks a plus

SALARY & BENEFITS

- Competitive Part-Time Salary
- The position includes opportunities for formation & training.
- Periodic weekend work will be required.

APPLICATION PROCESS

Applicants should send **1)** a resume, **2)** a maximum two-page cover letter describing qualifications and interest in the position and availability for preliminary interview dates below, and **3)** two professional references. Applications without a cover letter or references will not be considered.

Please email materials to info@csplaction.org and use header “CSPL Office Coordinator Position”

The interview process will include a requirement to attend one or two CSPL functions including, but not limited to a leadership training, membership meeting, an action or a committee meeting. If selected for an interview CSPL's Executive Director will outline the interviewing requirements at the start of the interviewing process.

Email applications to info@csplaction.org and put "CSPL Office Coordinator" in the subject line. Women, people of color and people with different abilities are encouraged to apply. No calls please.

Deadline to Apply: Open Until Filled

TO LEARN MORE:

Visit us at: www.csplaction.org or on Facebook, Instagram and Twitter [@CSPLAction](https://twitter.com/CSPLAction)