

## Northwest Workers' Justice Project Seeks an Experienced Financial Administrator

Northwest Workers' Justice Project protects workplace dignity by supporting the efforts of low-wage, immigrant and contingent workers to improve wages and working conditions and to eliminate imbalances in power that lead to inequity. We offer high-quality, direct legal assistance to workers and their organizations; support organizing efforts; educate workers, their leaders and the public about workplace rights; advocate for better employment laws; and promote greater access to low-cost employment legal assistance. For more information about NWJP visit our website: [www.nwjp.org](http://www.nwjp.org).

Our office is in Portland, Oregon. We are currently transitioning back to working in the office, and would prefer that the successful candidate spend at least two days a week in the office. This is listed as a full-time, 40-hour a week position, but FTE is negotiable.

### Position description:

NWJP seeks an experienced Financial Administrator to support our work fighting for racial and economic justice for low-wage and immigrant workers and helping workers build power for systemic change. A new position for NWJP, the Financial Administrator will work with NWJP's Director, Program Administrator, board of directors and staff to help manage the budget and day-to-day financials of a growing and collaborative non-profit organization and in developing and executing NWJP's annual fundraising plan. On-the-job training will be offered to the successful candidate who displays appropriate basic skills, and duties will be distributed and shared with NWJP's current Program Administrator.

Duties may include some or all of the follow, depending on how tasks are divided with current Program Administrator:

- Helping prepare and maintain the budget
- Tracking and paying expenditures
- Routine bookkeeping responsibilities
- Annual fundraising event management and execution
- Communicating with donors and maintaining NWJP's donor database
- Newsletter and e-blast production
- Maintaining the WordPress website
- Social media communications
- Volunteer recruitment and coordination
- General office management

The position requires the ability to work well with colleagues and a variety of external partners including donors, clients, attorneys, unions, civil and immigrants' rights organizations, and community and other advocacy groups.

The ideal candidate will possess a combination of the following skills and experience:

- Passion and proven commitment to social and worker justice as well as a desire to disrupt existing systems of oppression;
- Experience managing budgets and financial affairs of non-profit organizations, and familiarity with routine bookkeeping procedures, preferred;
- Experience (and interest) in fundraising and/or grant writing, preferred;
- Bicultural or cultural competence to interact with a wide range of allies and clients;
- Proven ability to work effectively with a team and oversee successful completion of group projects;
- Strong organizational skills, responsible follow-through and flexibility around reacting quickly to changing priorities;
- Ability to be detailed-oriented with excellent time management skills;
- Strong oral and written communication skills;
- Strong technology and computer skills, including Google Office/G-Suite tools and word processing required; experience with accounting software, basic database management, Mailchimp, social media and/or WordPress preferred;
- Strong English-language skills required; proficiency in spoken and written Spanish preferred.

### **How to apply:**

Review of applications will begin immediately and continue until the position is filled.

Please send a cover letter, resume, writing sample and a list of three references to Corinna Spencer-Scheurich, Director, at [jobs@nwjp.org](mailto:jobs@nwjp.org). Please include the posting you are applying for in the subject line.

NWJP strives to be an affirming, positive, diverse work environment and is an equal opportunity employer. We strongly encourage applicants who will contribute to our diversity and/or who come from our client communities to apply.

### **Salary:**

Flexible FTE with .8 FTE or more preferred. Salary is commensurate with salary paid by Oregon legal services programs, which depends on experience. As an example, a successful candidate with 3-8 years of experience working full time would expect to make \$44,600 to \$50,600 a year. Bilingual employees receive additional compensation. Applicants with more experience are encouraged to apply and would be paid according to experience.

NWJP offers a medical, vision and dental plan that is covered 100% for employees and offers a small contribution to child coverage. After 2 years of employment, NWJP has a bonus plan currently amounting to 6% of all payroll and distributed to staff based on FTE; employees are encouraged to contribute bonuses to an IRA retirement plan. NWJP has a flexible work schedule, although this position will be asked to participate in meetings during regular office hours. NWJP provides paid vacation, sick days and holidays.