

Come work with us!

CompassPoint is looking for a new Project Coordinator

WHO WE ARE

CompassPoint helps leaders, organizations, and movements committed to social justice realize their full power. We are a 44-year-old national nonprofit leadership practice based in Oakland, CA. We view leadership development and capacity building as a means to accelerating social justice. We believe that nonprofits are powerful vehicles for positive social change and that creating a world free of oppression means practicing liberation inside and out.

We are a diverse, tight-knit team of inquisitive and creative people committed to constant learning in pursuit of positive social change. We strive to bring our whole selves to work and practice leadership development with each other. We invest in each other's growth and development as professionals and as people.

Learn more about us at www.compasspoint.org

THE OPPORTUNITY

CompassPoint is continuing to grow! We are adding a new project coordinator to our practice. We are looking for a creative, committed, organized, and adaptable leader who has the hunger to work across a variety of projects, contribute to CompassPoint's internal structures, and help push our team to further live into our [vision and values](#). Besides supporting our [cohort leadership programs](#), this project coordinator will also have the opportunity to grow CompassPoint's social media presence and play a part in shaping how we use technology to achieve our mission.

This is a really exciting time to join CompassPoint and an opportunity to make deep, meaningful contributions to our evolution. In the past few years, we've made strides to step into our commitment to racial justice, equity, and a vision for leadership that centers liberation. As we grow, we are looking for practice members who will help us more deeply align with our vision and values: centering leaders of color and white allies and working with nonprofits that are vehicles for social change.

WHO WE'RE LOOKING FOR

We are looking for a new team member who will contribute strong administrative skills to both our programmatic work and our internal projects. This new project coordinator will primarily work to support CompassPoint's cohort leadership development programs. In addition, we're looking for someone who is enthusiastic about communications and

technology. Excited about how technology can help our teams work together better? This is an opportunity to help support our internal systems at a critical point as we make some big hardware and software transitions. Passionate about using social media strategy for good? This project coordinator will also have the chance to grow our social media presence and engage CompassPoint's online audience.

WHAT YOU CAN BRING

We are searching for candidates with:

- A personal commitment to racial justice, equity, and supporting leaders dedicated to positive social change
- Strong relationship-building skills with co-workers, vendors, and program participants
- Experience with project management on a variety of projects with a large number of moving parts
- Commitment to follow-through and attention to detail
- The ability to problem-solve independently and creatively
- Demonstrated ability to work both independently and collaboratively in a team environment
- Comfort using a variety of software platforms (Including Microsoft Office, Google Suite, Asana, Zoom, and SurveyGizmo) and the flexibility and ability to learn new systems that might be unfamiliar
- Experience managing social media accounts for someone other than yourself (an organization, club, network, campaign or small business, for example)
- Strong Communication Skills:
 - Written communication skills: writes with clarity and directness, can create clear written pieces (such as emails to participants)
 - Other communication skills: comfortable speaking in groups, facilitating others, giving honest feedback in real time, open to generative conflict

Additional contributions we value (but not required):

- Professional and/or lived experience working in social justice movements is a very welcome contribution
- Specific knowledge and experience in the Environmental Justice field is a plus, but not required

RESPONSIBILITIES

PROGRAM SUPPORT (COHORT LEADERSHIP PROGRAMS):

- Proactively creates a welcoming environment for visitors and program participants
- Responds to information requests that come in by phone or email
- Manages program participant communications for cohort leadership programs
- Tracks and manages participant records
- Prepares materials for CompassPoint leadership development programs (formats and copy edits printed materials, makes copies, compiles binders, manages email correspondence with participants)
- Creates and edits documents and materials in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Documents, Sheets, and Forms)
- Creates, edits, and manages program applications and evaluations using online survey tools
- Maintains and organizes supplies
- Provides support for program events, including planning leading up to the event as well as day-of coordination and operations
- Provides administrative support for web-based learning sessions
- Supports scheduling for meetings and virtual peer learning groups across multiple teams and organizations
- Provides technical support for audio/visual/technology needs during program events as needed

OTHER DUTIES:

- Provides administrative support to office-wide technology projects (including tracking warranty expiration dates in spreadsheet, communicating to staff about any technology changes, and scheduling sessions with IT and staff)
- Works with CompassPoint's Communications Director to develop and implement a social media strategy across three active channels (Facebook, LinkedIn, and Twitter)

COMPENSATION & BENEFITS

This position is full-time and hourly non-exempt. Starting salary is \$50,000 annually. Because we know that the practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable. Our compensation structure—as well as our approach to future compensation adjustments—is fully transparent to all practice members. We will share more about our approach to compensation with final candidates.

CompassPoint offers a generous benefits package to all practice members that includes:

- 100% contribution towards medical, dental, and vision plans
- 100% contribution towards medical, dental, and vision plans for dependents of project coordinator staff
- Four weeks of paid time off per year and 12 paid holidays
- 16 hours of additional paid time off for volunteer service
- Life / AD&D and Long-Term Disability Insurance
- Access to CompassPoint's Employee Assistance Program
- Travel pay for those required to travel more than 12 days in one year
- Funds for Growth & Learning Opportunities
- Discretionary funds that can be used for professional development and/or technology upgrades
- Commuter Check Benefits
- Allowance equal to 4% of team members' salary that can be used the following ways:
 - 401K retirement plan contribution (non-match)
 - Employer paid contribution towards a 125 flexible spending plan for dependent care or medical expenses
 - Health Insurance Premiums for dependent care
 - Additional cash compensation

Beyond these benefits, CompassPoint practice members have the opportunity to be flexible with their schedules, work remotely as needed, and ask for other support they may need in creating an approach to work-life balance that works for them.