



Events and Data Coordinator

OneAmerica's mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.

Employment: Non- Exempt Full-time

Program Area: Development/Organizing

Reports To: Development Director

Full Time Salary Band: \$56,000.00 - \$59,000.00

Location: Seattle, WA

BACKGROUND

[OneAmerica](#) was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in immigration, education and early learning, and democracy. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), and **OneAmerica Votes Justice Fund** (PAC).

POSITION DESCRIPTION

OneAmerica is seeking an ambitious, detail-oriented administrative support professional with a "can-do" attitude and a passion for social justice and systems change. This individual will ensure OneAmerica programs and teams have the administrative support they need to execute ambitious organizational goals, with a focus on organizing, civic engagement, state and federal policy change, and leadership development.

The role, while supervised by the Development Director, involves working closely with the Organizing and Civic Engagement teams to support event and campaign logistics, as well as tracking information and data via Salesforce, Voter Action Network (VAN), and an organizing CRM such as Nationbuilder or similar.

The Events and Data Coordinator will also work closely across departments to strengthen OneAmerica's administrative infrastructure and further the programmatic goals of the organization. The successful candidate will be nimble and willing to roll up their sleeves to ensure things run smoothly, is strong at developing systems and procedures, and is an active problem-solver and creative thinker who can manage multiple projects and priorities

RESPONSIBILITIES

Data Management & Database Support (50%):

- Manage data entry within donor management CRM (e.g. Salesforce or similar), including recording gifts, preparing and sending gift acknowledgment receipts and updating donor records to accurately reflect giving, to support fundraising efforts
- Manage data entry and data pulls within organizing CRM (e.g. Nationbuilder or similar), including accurately inputting event attendee lists and other post-event data to support cross-teams projects and campaigns
- Support management of voter contact data and voter outreach tracking systems, and ensure volunteer and voter data gets migrated from the Voter Action Network into our internal organizing CRM (e.g. Nationbuilder or similar) weekly
- Regularly prepare and pull accurate member and post-event data and contact lists for program staff, for follow-up and targeted outreach with event attendees and/or community members, etc.
- Meet weekly with program staff to collect and provide lists and reports to guide outreach efforts for the upcoming week(s)
- Produce monthly reports for all senior managers and directors on their team's organizing and recruitment/outreach work
- Process and record incoming checks, cash and third-party vendor transactions, and support the maintenance of updated deposit trackers for a family of organizations, alongside the Finance team

Program Operations Management (30%):

- Partner with organizers and program staff to strengthen how potential leaders get connected to OneAmerica and track follow-up with grassroots leaders and organizers
- Develop collaboration between the various program teams to assist them with the goal of recruiting more grassroots leaders namely with strong connections between English Innovations, Washington New Americans, Civic Engagement, and the Education Policy work by organizing the data these teams bring strategically.

Event Planning & Logistics (20%):

- Work with management to plan and support core organizational events, centering radical hospitality, culture and joy
- Provide logistical support for events, rallies, base meetings, and forums related to campaigns, coalitions, and the organizing team
- Support staff and leaders with logistics and travel for retreats and conventions
- Support with OneAmerica Votes endorsement process and logistics around the civic engagement model
- Manage and organize a base of contractors, including childcare providers, interpreters, and translators, who support our work and are a part of our movement.

QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who are passionate about our mission and are highly proactive. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

REQUIRED:

- Is committed to fighting for social, racial, and economic justice
- Has experience using data to move people, build power and movements, and experience in event management and hospitality
- Exercises hyper-vigilance around organization, details, and follow-through
- Has direct or relevant experience in office management and/or executive support
- Is confident using Microsoft Office Suite (knowledge of SharePoint an asset, as is familiarity with Salesforce and Nationbuilder CRM)
- Has a cell phone, daily access to reliable transportation, and the ability to work varied hours, including nights and weekends as needed
- Takes ownership of tasks, delivering outstanding results while juggling multiple responsibilities within a fast-paced, deadline-focused environment

PREFERRED:

- Multilingual

PHYSICAL DEMANDS

- Ability to be on a computer for majority of the day
- Travel within the state roughly 3-5 times a year
- Ability to have multiple phone/video calls a day

WORK ENVIRONMENT

- This position will be based out of our Seattle, WA office. In-office twice a week (Tuesdays and Thursdays);

COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, life insurance; short- and long-term disability; up to 20 weeks of family and medical leave; and more;
- Other benefits include cell phone and transportation stipends, Flexible Spending Accounts (FSA), 403(b) retirement plans and relocation packages;
- Five weeks of PTO in years 0-3, six weeks for year 4-6, seven weeks of PTO after 7 years of service;
- Three months paid sabbatical after every five years of service;
- OneAmerica is committed to work/life balance and encourages meeting-free Fridays, and Summer-free Fridays (3-day weekends for two months in the summer);
- Transparent compensation philosophy and cost-of-living and annual merit-based raises;
- Commitment to employee growth and advancement, including professional development investments

Desired start date: April 22, 2024

Apply by: March 15, 2024

Please be sure to add notifications@app.bamboohr.com to your contact list to ensure delivery of all correspondence from us.

OneAmerica is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.