



GBIO Communications & Administrative Organizing Director

APPLY IMMEDIATELY

About Us

The Greater Boston Interfaith Organization (GBIO) is a broad-based, non-partisan, interfaith, multiracial political organization rooted in Greater Boston's neighborhoods and congregations. Made up of 60 dues-paying member institutions representing more than 107,000 people, GBIO is dedicated to making our city a better place for all of us to live and thrive. For more than 20 years, GBIO has worked to improve housing and healthcare, reform our criminal justice system, address racial disparities in our city, and rebuild schools and neighborhoods, among other issues.

Job description

Full-time. We are seeking a tenacious and relationship driven problem-solver to use communications and administrative duties as tools to better organize people and money for our organization and the campaigns we lead. This is a full-time position. Some work can be done remotely and some requires in-person presence and therefore would be best suited for someone who lives in the greater Boston area. The ideal candidate is interested in a career in political organizing communications and administration.

Responsibilities & Duties

- *Generate and execute administrative strategy that includes:*
 - Database development and maintenance in GBIO's EveryAction system
 - Day to day administrative maintenance: review office voicemails, order office supplies, maintain physical and digital archive, mailing correspondence
 - Logistical support for GBIO assemblies, meetings and trainings: identifying and setting up space, technical support for zoom, preparing materials/food as needed
 - Support administrative/communication needs for individual donor campaign as needed (sending thank you letters, maintaining donor list, etc.)
 - Track membership dues through invoices and communication with GBIO member organization
 - May include assisting Lead Organizer/Executive Director in some grant writing duties

- *Generate and execute internal and external communications strategy (digital, virtual, in-person)*
 - Maintain GBIOs media list and manage and respond to press inquiries.
 - Proactively draft public statements, advisories, and releases while monitoring local, statewide, and national outlets for media opportunities.
 - Maintain and grow the GBIOs following on social media, including but not limited to Twitter, Facebook, and Instagram, by creating compelling and on-message graphics, videos, and post copy across platforms
 - Draft and distribute the GBIOs quarterly updates through EveryAction nonprofit database
 - Manage and update the GBIOs website.
 - Development of volunteer communications team

- *Organizing Responsibilities*
 - Interest to build relationships with GBIO volunteer leaders through 1-1 meetings
 - Conduct 5-10 1-1 meetings per week with GBIO volunteer organizers to build relationships and accomplish the work outlined above
 - Administrative support to Lead Organizer and other organizing staff/Strategy Team leaders as deemed appropriate by the Lead Organizer
 - Participation in staff meetings (frequency determined with Lead Organizer)

Qualifications & Skills

- Communications experience in political campaigns, issue organizing, or government.
- Administrative, operations experience with a nonprofit, political campaign, issue organizing or government.
- Experience communicating with members of the press is preferred but not required.
- Experience with Microsoft Word, Excel and Powerpoint, Acrobat Professional, Zoom, social media platforms, website platforms, EveryAction
 - Experience with EveryAction database is a plus!
- Excellent written communications skills and artistic instinct. A portfolio of creative and compelling digital work including graphics, videos, and post copy.
- The ability to work in a fast paced environment, manage multiple projects and competing priorities, and work with other staff members to achieve common goals.
- Excellent written and verbal communications skills and a portfolio of creative and compelling communications work.

- Ability to prioritize and organize multiple assignments (planning capabilities)
- Attention to detail
- Problem solving / initiates problem solution
- Superior organization skills and dedication to completing projects in a timely manner.
- Comfortable asking for help.
- Strong interpersonal and communication skills
- Strong writing skills.
- Must own a personal computer and/or smart phone.
- Preference given to candidates with experience in community organizing
- Black, Indigenous and People of color (BIPOC) strongly encouraged to apply; Multilingual skills are a plus

Salary & Benefits

- \$45,000 - \$75,000+, commensurate with experience
- Benefits: Health and dental insurance, Paid vacation, Expenses: Auto and work related expenses (cell phone, office supplies, etc.), Simplified Employment Pension (SEP) 15% of base salary after 1 year of employment

How to Apply

To apply, please contact Allie.Gardner@gbio.org with a resume, writing sample (one page) and cover letter. Please title the subject of the e-mail "Communications & Administrative Organizer."

Interview Process

- Initial meeting with GBIO Organizer, Allie Gardner
- Second meeting with GBIO Lead Organizer/Executive Director, Kathleen Patron
- Submit portfolio samples, writing samples, or create sample newsletter content
- Final round of meetings with top GBIO leadership and organizing team
- Final offer meeting with Lead Organizer/Executive Director Kathleen Patron

No person shall be discriminated against in seeking employment because of race, color, religion, gender, age, national origin, ancestry, marital status, height, weight, creed, sexual orientation, economic status or disability.