



ADMINISTRATIVE AND COMMUNICATIONS MANAGER GAITHERSBURG BELOVED COMMUNITY INITIATIVE (GBCI)

ABOUT GBCI:

The Gaithersburg Beloved Community Initiative is a non-profit organization that fosters intergenerational relationships and promotes social justice through programming with youth, families, and older adults in the city of Gaithersburg and Montgomery Village. Created by retired residents living at Asbury Methodist Village (AMV), GBCI's goal is to realize Dr. Martin Luther King Jr.'s vision of a "Beloved Community," where individuals from diverse backgrounds can have equitable opportunities to live healthy, fulfilling lives. Primarily led by older adult volunteers, our programs include:

- Mentoring and tutoring elementary, middle, and high school youth;
- Offering weekly conversation classes for adult English language learners;
- Engaging parents and young children in early learning and literacy;
- Supporting our neighbors in Gaithersburg in their efforts to create and maintain a safe and secure community.
- Engaging in organizing and advocacy for equity and access on social issues in Montgomery County and the Maryland state level.

Together GBCI collaborates with residents at AMV, community partners, and passionate individuals across greater Gaithersburg forging intergenerational relationships that build resilience and improve the lives of children, youth, families, and older adults.

POSITION SUMMARY:

GBCI is looking for a highly organized, creative, and civic-minded individual to manage the organization's administrative and communications portfolio. The Administrative and Communications Manager is a full-time position based at the GBCI office located on the Asbury Methodist Village campus in Gaithersburg, MD.

The successful candidate will be responsible for enhancing existing administrative and communication strategies while developing new ones. This is a brand-new role for the organization, and it aims to help GBCI refine and create administrative systems, run organized programs, and engage volunteers, donors, and community members in fostering a "Beloved Community."

Responsibilities include leading communication strategies to maintain communication with volunteers and donors, processing donations and bill payments, overseeing the grant calendar and preparing grant reports, initiating and maintaining administrative systems that are efficient and organized, creating monthly print and online newsletters/flyers, regularly updating GBCI's website, and managing the organization's main phone line and email account.

Our ideal candidate is a self-starter and can work independently with minimal supervision. They should be an excellent writer and content creator, highly organized, attentive to detail, data-driven, eager to take initiative and lead, and capable of navigating a fast-paced environment while juggling multiple projects.

We seek a candidate who is dedicated to GBCI's mission and vision and deeply committed to social justice and racial equity. This individual should value relationships and work well with people from diverse backgrounds and age groups. They must be a strategic thinker with a focus on effective administrative systems and a creative mindset who enjoys collaborating with teams of staff, volunteers, partners, and community members.

RESPONSIBILITIES

Administrative

- Process bill payments and checks.
- Track monetary and in-kind donations and produce regular reports in collaboration with the GBCI director.
- Draft, print, and send thank you letters and organizational updates.
- Create and develop an organized system to collect and maintain contact information and relevant volunteer and participant data.
- Maintain GBCI database and lists of volunteers, members, and donors.
- Keep insurance policies and certificates up to date.
- Assist the GBCI director in administrative duties regarding consultant contracts, and grant reports.
- Assist the GBCI director and program coordinator in compiling and utilizing program evaluation data.
- Other duties as assigned.

Communications

- Nurture and cultivate relationships to garner support for building a Beloved Community.
- Create, update, and maintain website content relevant to GBCI's work and community activities.
- Work with the GBCI team to create communication avenues with the volunteers, donors, members, and the broader community.
- Coordinate with GBCI staff and volunteers to plan the monthly newsletter, including relevant articles, program updates, announcements, important upcoming dates, etc.
- Create content, design, and organize the execution of a monthly newsletter in print (Word/publisher) and electronic (MailChimp).
- Create and distribute flyers for the GBCI monthly program in print and electronic formats.
- Provide and distribute content relevant for PR or funding purposes, like photos and articles.

QUALIFICATIONS

- Deep commitment to GBCI's mission and vision of building a just, equitable, inclusive community through intergenerational relationships and social justice action.
- Bachelor's degree in communications, business administration, Non-Profit management, or equivalent experience in a related field.
- Exemplary interpersonal, communication, and presentation skills.
- An ability to organize details, develop stories, and create compelling content that appeals to a wide variety of audiences.
- Administrative experience in a professional work setting.
- Experience in managing finances and grants.
- Excellent writing and editing skills.
- Outstanding time management skills.
- Ability to multitask, keep projects organized, and meet deadlines.
- Working knowledge of design and communication platforms and programs, including Canva,

- MailChimp, and Microsoft Publisher. Experience using WIX is a plus but not required.
- Motivated and confident to implement new strategies and train colleagues in new systems.
 - Fluency in Spanish — reading, writing, and speaking is a plus, but not required.

COMPENSATION AND BENEFITS

- Annual salary range \$65,000-\$77,000.
- 40-hour work week, including occasional evening and weekend commitments
- 21 days paid vacation (hours start accruing at the beginning of each year)
- Observance of 11 paid holidays each year; up to 10 annual sick days per year.
- Establishment of SIMPLE IRA retirement fund with up to 3% matching contributions after six months of employment
- Up to \$9984/year toward health and dental insurance premiums. Insurance reimbursements are determined by the yearly QSEHRA limits and categorized by single/family coverage.

HOW TO APPLY:

Send resume, cover letter, and an example of your writing/creative work to:

rebecca@gaithersburgbelovedcommunity.org

All questions and inquiries can be directed to:

Rebecca Cole, GBCI Executive Director

201 Russell Ave.

Gaithersburg, MD 20877

301-216-4090

Applications are preferred by December 20, 2024. After December 20th, applications will be review on a rolling basis. The position will be open until it is filled.

GBCI is an Equal Opportunity Employer and as such encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.