



ADMINISTRATIVE AND COMMUNICATIONS MANAGER GAITHERSBURG BELOVED COMMUNITY INITIATIVE (GBCI)

ABOUT GBCI:

GBCI is an intergenerational organization that strives to build relationships based on mutual caring, sharing, and learning between the residents of Asbury Methodist Village and individuals and organizations in the greater Gaithersburg community. GBCI forges these intergenerational relationships and community partnerships to promote social justice and build resilience in and improve the lives of children, youth, families, and older adults. We do this by:

- Mentoring and tutoring elementary, middle, and high school youth;
- Offering weekly conversation classes for adult English language learners;
- Engaging parents and children in an early literacy program;
- 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.

POSITION SUMMARY:

GBCI is seeking a highly organized, creative, civic minded, collaborative self-starter to manage the administrative and communications portfolio of GBCI's work. The administrative and communications manager is a full-time position at the GBCI office that is located on the Asbury Methodist Village campus in Gaithersburg, MD. The administrative and communications manager is responsible for reinforcing current administrative and communications strategies and developing new administrative and communications strategies to help GBCI build internal systems and infrastructure, run organized programming, and engage volunteers, donors, and community members in building a "Beloved Community". This includes answering phones and email, maintaining volunteer and donor communication, processing donations and bill payments, writing grant reports, managing budgets, creating monthly print and online newsletter and flyers, and regularly updating GBCI's website. Our ideal candidate is an excellent writer and content creator, highly organized, data driven and can work in a fast-paced environment juggling multiple projects at one time. We are looking for a candidate who is dedicated to GBCI's mission and vision and deeply committed to social justice and racial equity; someone who values relationships and works well with people of different ages and backgrounds; someone who thinks strategically in effective administrative systems; and someone who is creative and enjoys working in collaboration with staff and volunteers.

RESPONSIBILITIES

Administrative

- Facilitate an office environment that is accessible to volunteers, community members and GBCI supporters.
- Manage organizational finances and budgets with effective strategy and analysis.
- Track monetary and in-kind donations producing regular reports in collaboration with GBCI director.

- Keep insurance policies and certificates up to date.
- Assist GBCI director in administrative requirements and reporting for grants and contracts.
- Process bill payments and checks.
- 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.
- Draft, print and send Thank you letters and organizational updates.
- Assist director and program coordinator in compiling and utilizing program evaluation data.

Communications

- Create, update, and maintain website content relevant to GBCI's work and community activities.
- Work with GBCI director in creating pertinent internal and external avenues to communicate with GBCI's volunteers, donors, members, and the broader community.
- Coordinate with GBCI staff and volunteers to plan monthly newsletter including relevant articles, program updates, announcements, important upcoming dates, etc.
- Create content, design, and organize execution of a monthly newsletter in print (Word/publisher) and electronic (MailChimp).
- Create and distribute flyers for GBCI monthly program in print and electronic.
- Provide content when relevant for articles or reports for PR or funding purposes.
- Use internal and external presence and relationships to garner support for building a Beloved Community.

QUALIFICATIONS

- Deep commitment to GBCI's mission and vision of building Beloved Community through intergenerational relationships and social justice action.
- Administrative experience in a professional work setting
- Experience in managing finances, budgets, and grants
- Excellent writing and editing skills.
- Ability to organize details, develop stories, and create compelling content that appeals to a wide variety of audiences.
- Outstanding time management skills, ability to keep projects organized, multitask, and meet deadlines.
- Exemplary interpersonal, communication, and presentation skills.
- Working knowledge of design and communication platforms and programs.
- 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

- Salary will commensurate with experience.
- 40-hour work weeks, including occasional evening and weekend commitments
- Option to work remotely for a small portion of the work week as approved by the Executive Director
- 21 days paid vacation (hours accrue 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 6-months of employment
- Up to \$9180 each year toward health and dental insurance premiums

HOW TO APPLY:

Send resume, cover letter, and an example of your 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 will be reviewed on a rolling basis and are preferred by April 22, 2024. The position will be open until 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.