

Restorative Actions is looking for a Community Engagement & Administrative Operations Coordinator to join our team. Restorative Actions is partnering with the Presbyterian Foundation and New Covenant Trust Company in administering this position. The Restorative Actions initiative will provide guidance and expectations on job responsibilities and the Presbyterian Foundation will administer the employment contract, benefits, and IT support.

- **Will you join in our passion for restoring balance and advocating for Reparations for Indigenous and Afro-American communities in America?** *Do you want to make an impact in the area of economic equality? – we are for you!*

- **Do you want to be part of a culture where employees are seen and heard?** *If you want to be part of an organization that respects and values their employees – we are for you!*

- **What is Restorative Actions?** *Restorative Actions is an economic equity initiative born from the intersection of theology, justice, and economics. It allows white U.S. Americans who benefit from institutional racism, to provide credible witness for justice by surrendering ill-gotten gains toward the establishment of just relationships with our Afro-American & Indigenous communities.*

Let us tell you a little bit about what we are looking for in a Community Engagement & Administrative Operations Coordinator.

Responsibilities:

- Be the point of contact and provide administrative support for trustees from the Afro-American Trusts and the Indigenous Trusts
- Engage and work with investment management company on administrative actions
- Develop, implement, maintain internal and external communication plan
- Develop, implement, and maintain reporting
- Maintain organization websites
- Prepare research as requested by trustees, investment management company, and those interested in surrender
- Answer and direct all incoming communication
- Take direction from multiple leads
- Coordinate and oversee work of volunteers

Requirements:

- Advocate of financial reparations for Afro-American and Indigenous people
- 3-5 years' of demonstrated experience leading in an Afro-American or Indigenous setting
- 3+ years' proven experience in an office administrative role
- Strong written and verbal communication skills

- Strong organizational skills and ability to multitask
- General computer skills; proficiency in Google Suite (Drive, Docs, Sheets, Slides); proficiency in WordPress (or similar software systems)
- Aptitude and willingness to learn new applications
- Self-motivated, problem solver
- Ability to develop and maintain an environment of trust and inclusion across the team

If you are interested in joining our mission, please take the following steps:

- Read the job description thoroughly.
- Email your cover letter and resume.
- We look forward to reviewing your resume!

To learn more about Restorative Actions go to: <https://restorativeactions.org/>.