



Operations, Development, and Communications Coordinator

Location: United States (remote, East Coast working hours)

Type: Full-time

Target Salary Range: \$55,000 - \$60,000/ year, depending on experience, qualifications, and location

Reports to: International Operations Director

Position posted: May 3, 2024; available immediately.

Organization Description: Humanity in Action is a transatlantic educational organization committed to promoting human rights, pluralism, and democratic values. We educate, inspire, and connect a global network of students, young professionals, and established leaders to take action in their own communities and beyond. Our programs enable constructive discussion and action in a changing world through innovative and inclusive approaches that bridge past and present. The Humanity in Action network comprises six teams working in Amsterdam, Berlin, Copenhagen, Sarajevo, Warsaw, and remotely in the United States (the American organization, Humanity in Action, Inc., is a New York City-based 501(c)3 non-profit).

The Opportunity: We are seeking a dynamic Operations, Development, and Communications Coordinator who is organized, flexible, and meticulous to support multiple work streams to meet Humanity in Action's organizational goals. Responsibilities include supporting the day-to-day management and operations of both the U.S. and International teams, working closely with the Communications Manager on our social media strategy, and playing a key role in our grant management process.

The Operations, Development, and Communications Coordinator will primarily report to the International Operations Director, but will also work closely with the Communications Manager, CEO, U.S. National Director, and other members of the Humanity in Action team, both in the U.S. and internationally. This position provides an opportunity to participate in and develop a deeper understanding of all aspects of nonprofit management. We offer a team of kind and dedicated colleagues across our six offices and meaningful work in the context of human rights education and leadership.

You are a good fit for this position if you are interested in nonprofit management, particularly in the social justice and education sectors. You have excellent attention to detail and the ability to track and execute multiple projects and priorities with differing timelines. You have strong communication skills, including the ability to engage effectively over email and Zoom in a cross-cultural, international, and remote environment. You work well in a small team that brings a sense of purpose to work while maintaining flexibility, patience, and humor.

Responsibilities:

Administrative: Assist the International Operations Director, U.S. National Director, and CEO with the functioning of the U.S. and International Offices

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- Manage and respond to emails coming into several organizational accounts; respond to phone calls and follow up on voicemails
- Maintain and update contact records, track applications, reader assignments, schedule interviews and correspond with applicants for the U.S. admissions process
- Monitor payments/subscriptions for platforms, update and maintain passwords, and manage office supplies and other materials as needed

Communications:

- Support the Communications Manager to produce and post content for social media
- Monitor social media accounts
- Assist with the compilation of the annual report

Fundraising & Grant Management:

- Support giving campaigns; track and enter individual donations into data management system; prepare and send out acknowledgment letters for donations and grants
- Maintain grant calendar and ensure that all reporting deadlines are met, including working with relevant staff to compile reporting documents ahead of deadlines
- Compile, copy-edit, and submit grant applications and reports

Meeting and Event Support: Supporting Executive Committee Meetings, Board Meetings, Team Meetings, and Benefits

- Prepare meeting agendas, organize accompanying materials, and send out related communications
- Track RSVPs and take minutes
- Provide logistical support for events

Film Support:

- Support the coordination of film screenings and events, and assist with the distribution of the films and film materials.

Other duties as assigned, including ad hoc support for team members and projects

Requirements:

- Excellent English writing and copy-editing skills; ability to use appropriate language and tone to communicate effectively with different stakeholders of the Humanity in Action network
- Exceptional attention to detail, organizational skills, and time management
- Experience with a variety of office technology or a willingness to learn, including GSuite and Zoom; previous experience with Mailchimp, Wufoo, and CRM systems is welcomed but not required
- Flexibility and adaptability to shift tasks depending on the organization's immediate needs

Humanity in Action culture:

We are a small but international team of collaborative people who take initiative, are independent and work well together, look for new opportunities, and work with integrity to stay accountable to each other and our community.

Culturally, this role is good fit for you if you:

- Work well in an international, cross-cultural team

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- Have the drive to get things done independently with the self-awareness to ask for help when needed
- Are thoughtful, empathic, and flexible
- Bring humility and humor to the table(s)
- Are committed to Humanity in Action's values and vision

We're looking for people who are excited about this role, believe in our mission, and can contribute to our team in a variety of ways - not just candidates who check all the boxes. Even if you don't feel that you meet every single requirement, we still encourage you to apply.

Humanity in Action offers a full benefits package, including medical, dental, vision insurance, a 401k plan with matching contribution, federal holidays plus the week between Christmas and New Year's, paid vacation (10 days in the first year, 15 thereafter), and personal time off.

To apply, please submit a cover letter (one page) and a resume (max. two pages) as well as the name and contact information of two professional references via [our website](#). Please note only postings listed on our website are accurate and current. Please submit your application only through the link above to be considered.

If you have any questions, please email usa@humanityinaction.org with the subject line: *Coordinator Role Inquiry*. Applications will be reviewed on a rolling basis.

Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest of conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.