



The Alabama Coalition for Immigrant Justice (ACIJ) is a network of individuals and organizations working for the rights and dignity of all people by cultivating just policies, encouraging grassroots leadership and participation, building alliances, and amplifying the voices and contributions of immigrants in Alabama.

Position summary:

ACIJ is seeking a bilingual full-time Operations Coordinator to coordinate and support administration of our work. **The ideal candidate is bilingual, detail and task-oriented, and approachable with community members.** This position will report directly to the Executive Director.

Salary: Starts at \$40,000 - \$45,000, commensurate with experience

Deadline to apply: January 15, 2024

Responsibilities

Coordinate

- First point of contact for general inquiries at our office (walk-ins, phone, email, social media messages)
- Perform bookkeeping tasks, including check processing, bank deposits, recording expenses and income in Quickbooks and Powerbase
- Manage the office calendar, handling mail, processing donations, and other data entry
- Manage contracts, Google Drive, and other online management tools and databases
- Serve as the main point of contact with third-party vendors, landlords, and maintenance contractors
- Handle logistical responsibilities, including managing office supplies and the maintenance of office equipment.
- Manage all repairs, lead on operations inquiries, and be a point-person to solve any operations-related issues

Support

- Collaborate with Executive Director to set financial procedures, policies, and processes
- Support communications with community leaders, members, and staff, such as sending reminders via Whatsapp & social media about upcoming events
- Adding events and keeping ACIJ information up-to-date on our website and social media
- Maintain and improve database recordkeeping
- Troubleshoot tech issues with staff
- Provide administrative support to the team including support for events organized by ACIJ, office errands and other responsibilities
- Follow all federal, state, and local business laws and regulations and company policies
- Other duties as required



Qualifications

Required

- Demonstrates commitment to ACIJ's mission and vision
- Bilingual in English & Spanish
- At least 2-3 years of experience in operations, office management, bookkeeping, or a related field
- Excellent computer skills including Google Apps, MS Office, and database management
- Learns quickly and has strong problem-solving skills
- Ability to pay attention to details and be self-motivated
- Demonstrated ability to work with diverse populations and a wide variety of professional backgrounds and experiences
- Excellent communication skills
- Ability to work in a team as well as lead independent projects, and maintain good working relationships at all levels of the organization
- Must be available for travel and work engagement after-hours on an as-needed basis
- Reliable access to transportation to commute daily to Irondale office

Preferred

- Personal connection to immigrant rights work in Alabama
- Experience with graphic design, website design, and/or content creation
- Experience working in social justice sector
- Educational background in operations or a related field may be considered to complement work experience.

Benefits:

Company-paid health and dental insurance

Generous vacation and holiday schedule

Frequent opportunities for professional development

HOW TO APPLY:

Please email a cover letter and resume to info@acij.net by January 15, 2024. Indicate "Operations Coordinator" in the subject line. **Resumes without cover letters will not be accepted.** References will be requested from applicants who progress through the first round of interviews.