



# FAITH IN TEXAS

*The Power of Faithful People*

## **About Faith in Texas**

Faith in Texas is a growing multi-racial, multi-faith grassroots movement of churches, mosques, synagogues, and laypeople united in values working together for economic, racial, and social justice. We create pathways of opportunity for all Texans and affect change at the local and state levels by teaching, empowering, and mobilizing congregations and communities through civic engagement and community organizing. We believe the key to creating Beloved Community is the aligned and galvanized *Power of Faithful People*.

Faith in Texas has a diverse staff and large base of congregations, clergy, faith leaders and lay leaders across the DFW metroplex. We are purposefully building a multicultural, directly-impacted-led movement with faith and race at the center of our work. Faith in Texas is an affiliate of the Faith in Action network, the nation's largest network developing civic leadership in low- and moderate-income communities.

Faith in Texas is an Equal Opportunity Employer. We are committed to building a staff that reflects the diverse communities that make up our communities. We take pride in creating a welcoming workplace for veterans, women, people of diverse racial and ethnic backgrounds, formerly incarcerated people, people with disabilities, and people with parenting and caretaking responsibilities.

## **Job Description**

Faith in Texas is seeking an Administrative Assistant & Internal Organizer to join our talented and diverse team. This is a full-time, exempt position based in Dallas, that includes weekend work as needed. The ideal candidate is organized, detail-oriented, bilingual, and passionate about justice. This position involves speaking and writing in Spanish and English at an intermediate to fluent level. This is a great opportunity to get broad hands-on experience with many aspects of nonprofit management. 2-3 years of relevant experience a plus. We want to hear about your successes in the workplace, community, or everyday life that show you have the skills to do this job!

## **Responsibilities**

### Executive Support:

- Manage Executive Director's calendar: scheduling and confirming appointments and coordinating travel arrangements and speaking engagements
- Support ED's preparation for meetings and take notes
- Assist ED and senior staff with special projects

### Internal Organizing:

- Office management (organize office, track interpretation devices and computers, order supplies, book use of conference room, answer phone, etc.)
- Train and supervise volunteers and interns, schedule shifts for tasks like data entry, voter registration, and event registration
- Manage data for civic engagement and voter registration (we will train you)
- Manage shared calendar
- Make travel arrangements for organization
- File key organizational documents digitally and in hard copy

- Manage event coordination and logistics (i.e., book spaces, find vendors, order food, event registration, hospitality)
- Open mail daily; scan, file and enter all checks into development software as soon as received, update Development team daily on gifts and dues payments
- Support Development team in logistics for fundraising and donor cultivation events
- As needed, support payroll, tracking of hours, staff reimbursements and paying vendors
- Other duties as assigned

Coordinate Language Justice:

- Perform and/or arrange translation English-Spanish for all external Faith in Texas documents and interpretation for FiTX events, trainings, and meetings
- Build a team of volunteer and paid interpreters and translators to support FiTX teams in multiple sites
- Champion a culture of Language Justice within all Faith in Texas activities
- Build and supervise bilingual teams for hospitality and event registration at FiTX events

*Please note, this is a non-exhaustive list and is subject to change as needed to accommodate the organizational goals of Faith in Texas.*

**Qualifications:**

- You speak and write in Spanish and English at an intermediate-to-fluent level
- You are excited to grow your skills in translation and interpretation for social justice (prior experience is a plus, but not necessary to apply!)
- You have a track record of following through and managing your time well
- You have experience with multi-cultural organizations, working with people from many different backgrounds, religions, and generations
- You're eager to learn new systems to keep track of people and money. It's a plus if you have prior experience using a program like Microsoft Excel or payroll management software
- Ability to work some evenings and occasional weekends and travel 3-4 days a month

**Compensation and Benefits:**

Faith in Texas has a strong learning culture that includes regular paid staff development sessions as well as state and national trainings. We place a high priority on personal and professional leadership development, relationship building, and creating a respectful and supportive multiracial, multi-faith, and multilingual organization. In addition to these invaluable benefits, Faith in Texas offers the following:

- A competitive salary commensurate with past experience.
- A full package of health insurance, retirement benefits after six months, and reimbursement for work-related mileage and cell phone use.

Apply here: <http://bit.ly/FITXjobs>

