



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 Dallas-Fort Worth 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 evening and 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 is preferred. We want to hear about your successes in the workplace, community, or everyday life that show you have the skills to do this job!

The ideal candidate:

- Is a forward-thinking dynamic change agent who is passionate about justice and wants to dismantle the structural forces causing racial, economic and social disparity
- Is comfortable working in a multi-racial, multi-faith environment
- Thrives in a fast-paced, team-based atmosphere
- Is not afraid of a challenge and can effectively problem-solve, multi-task, and make sound decisions—especially under pressure
- Is flexible, proactive, and resourceful
- Is an excellent communicator who maintains a high level of professionalism at all times

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www.FaithinTX.org



The Administrative Assistant and Internal Organizer is responsible for assisting with the day to day and special event administrative and operational duties within the organization. This position will help support the overall strategic goals of Faith in Texas by assisting the Executive Director and senior team members with special projects, upholding the organizing team as needed, and providing administrative management of the Luke 4:18 Bail Fund, a program of Faith in Texas.

Responsibilities:

Executive Support

- Manage Executive Director's calendar: scheduling and confirming appointments, 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 rooms, answer phones, etc.)
- Train and supervise volunteers, schedule shifts for tasks like data entry, voter registration, and event registration
- Manage shared calendars
- 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 and sort mail; scan, file and enter all checks into development software and routinely update Development team on gift processing
- Support Development team in logistics for fundraising and donor cultivation events
- As needed, support payroll, tracking of hours, staff reimbursements and paying vendors

Luke 4:18 Bail Fund

- Maintain relationships with attorneys and community partners/leaders
- Assist with identifying vendors for special events and wraparound services
- Assist with inmate information documentation
- Answer calls and emails regarding bail assistance
- Assist with coordination of housing and job fairs and welcome home dinners (includes sending invitations)
- Schedule inmate interviews
- Inmate follow-up including questionnaires and court reminders



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
- Assists with logistics
- Other duties as assigned by the Director of Operations and Finance which may or may not be limited to the areas of human resources, finance, compliance, administration and operations

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:

- Ability to write and speak in Spanish and English at an intermediate-to-fluent level
- Excellent written and communication skills
- Experience with Google Suite, Microsoft Office, development(CRM) and payroll software
- Successful experience managing an office environment
- Excited to grow your skills in translation and interpretation for social justice (prior experience is a plus, but not necessary to apply!)
- Exemplary time management skills
- Knowledge of and experience with faith communities a plus
- Excellent organizational skills and ability to meet goals and strict deadlines
- Strong interpersonal and relational skills
- Ability to learn new systems to keep track of people and finances
- Proven ability to work effectively with people from diverse racial, cultural, religious and socioeconomic backgrounds and generations
- 2+ years supervisory experience

Salary and Benefits: Salary is competitive and based on past experience. Compensation includes health insurance, retirement, mileage, and a monthly reimbursement for cell phone or company provided cell phone.

Deadline

Applications close: Friday, September 11, 2020



Email your resume and cover letter to Candace Rembert, Director of Operations and Finance to careers@faithintx.org for consideration.