



## **Administrative Coordinator**

Youth, Rights & Justice, an innovative nonprofit based in Portland OR, is seeking an administrative coordinator to join our team.

Founded in 1975, YRJ is widely recognized as a leader in juvenile law. We provide court-appointed representation of children, youth, and parents involved in the foster care and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related enrollment, special education, and disciplinary matters. On a larger scale, we work to improve the systems impacting our clients through education, legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; medical, dental and vision plans; matching 401K retirement benefits and more.

*We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.*

**Status Classification:** Regular part-time; non-exempt (hourly)

**Office Hours:** Monday through Friday, 8:30 am - 5:00 pm

**Reports to:** Director of Administration

**Salary Range:** \$19-28/hour, depending on experience

### **Duties and Responsibilities**

- Coordinate meetings and appointments for Executive Director, Director of Administration, Operations Director, and Board of Directors
- Compile and distribute materials for quarterly meetings of the Board of Directors and Board committee meetings
- Keep minutes and meeting summaries of Board and other meetings

- Assist Executive Director, Director of Administration, and Operations Director with accounts payable assistance, as needed
- Assist Director of Administration, Operations Director, and other staff as needed with submitting reimbursement requests
- Assist staff with booking travel and registering for conferences and trainings
- Check main voice and email inbox regularly and respond or forward to other staff members as appropriate
- Provide logistics support for outreach events in coordination with program staff
- Maintain a calendar of community events and outreach opportunities
- Assist Executive Director with tracking grant deadlines and grant reporting
- Other duties and special projects as assigned

### **Qualifications**

- High school degree or equivalent, college degree preferred
- Strong administrative, organizational, and analytical skills, along with problem solving, communication, and interpersonal skills.
- Ability to work well under pressure, multitask and be flexible with the changing demands of the workload.
- Ability to maintain confidentiality of sensitive matters and respond effectively to such situations.
- Excellent written and verbal communication skills to internal and external audiences
- Strong writing and editing skills
- Proficiency in computer applications, including MS Office suite
- Experience working in a nonprofit or other office setting

### **Preferred Qualifications:**

- Commitment to continued professional development to strengthen capacity to work through an equity lens for equity and racial justice.
- Personal lived/living experience with child welfare or juvenile justice system, or of systemic inequity/oppression.

**Work Environment & Travel:** YRJ has a hybrid office model, with the option to work remotely and in the office as needed.

**To apply, please email a resume and one-page cover letter to Ally Hood:**  
[ally.h@youthrightsjustice.org](mailto:ally.h@youthrightsjustice.org)

Applications received by February 26 will be considered for interviews as early as February 29 or March 1. This position is open until filled.