



COMMON GROUND RELIEF

**COMMON GROUND RELIEF
DIRECTOR OF ADMINISTRATION
NEW ORLEANS, LA**

Common Ground Relief empowers environmental and community stewardship in Southeast Louisiana so that all residents can survive and thrive. The organization accomplishes this by mobilizing volunteers for habitat restoration projects, providing environmental education to learners of all ages, building relationships among stakeholders, and facilitating direct need-responsive aid via the Free Pantry and other community projects.

Common Ground Relief was established in September 2005 to provide disaster relief in the Greater New Orleans area following Hurricane Katrina. In these initial years, Common Ground Relief organized over 65,000 volunteers to provide construction, legal, and health services, and to provide food, clothing, and environmental protection to local residents. CGR's mission and activities grew to reflect a forward-looking focus aligned with principles of environmental justice, and the organization remains committed to its grassroots, volunteer-based approach to community transformation and sustainability.

Position Title: Director of Administration

Location: New Orleans, LA. Some field work throughout Southeast Louisiana. In-person work and serving as point of contact for volunteer house required.

Hours: 9am - 5pm Monday - Friday (40 hours per week)

Start Date: September, 2023

Compensation: \$48,000 annual salary

Benefits: Common Ground Relief offers the following annual paid time off: 4 weeks (20 business days) flexible vacation; sick days as needed. A QSEHRA covers up to \$350/month of healthcare premiums or expenses.

Application Instructions: Send an email to charlotte@commongroundrelief.org and joshua@commongroundrelief.org describing who you are and why you are interested in this role. Please attach your resume and 1 or more of the following items to convey your skills and experience: writing samples, social media accounts you manage, interviews you gave, websites you built, art you made, research to which you contributed, descriptions/photos of a project you led, or another item.

Application Timeline: Apply by August 26, 2023

Position Description:

This is a unique opportunity to advance environmental and community stewardship in Southeast Louisiana by joining the Common Ground Relief team. If you're passionate about providing administrative and financial direction and team care in order to advance wetlands restoration, environmental education, and food security, you might be Common Ground Relief's new Director of Administration.

The Director of Administration will be responsible for administration and management of the organization, coordination of volunteers, coordination and maintenance of the volunteer house, media, outreach, finance, and development. The Director of Administration will work closely with Common Ground Relief's current Co-Director (soon-to-be Director of Operations), both of whom report directly to the Board of Directors. Additionally, the Director of Administration may work with and manage a consistent Development Consultant, seasonal House Coordinator, and a variety of short- and long-term volunteers and interns.

Core Responsibilities:

- Administration and Management
 - Coordinate staff, board, and core volunteers, incl. managing team schedules
 - Manage grant project implementation, expense tracking, and reporting
 - Secure org legal compliance and protection
 - Manage annual reports and strategic planning processes
- Volunteer Coordination
 - Answer volunteer@commongroundrelief.org email inbox, social media inboxes
 - Confirm service details and send confirmation emails, track dates and invoices
 - Schedule orientations and send housing and work agreements
 - Manage volunteer house weekly meetings, repairs, chores, groceries, conflicts, arrivals, and departures and/or oversee House Coordinator (seasonal Dec-Jun)
- Media and Outreach
 - Manage media and social media presences
 - Maintain website
 - Attend community events and coalition meetings
 - Develop org messaging and branding
- Finance and Development
 - Provide grant application information and language to Development Consultant
 - Manage appeals and thank yous to individual donors
 - Lead annual fundraising campaign
 - Manage payroll and benefits
 - Pay bills and invoices
 - Bookkeep and maintain financial records

Requirements:

- At least **5 years of work experience** related to one or more of the core responsibilities.
- At least **2 years of experience** in a leadership role.
- Transparent and high integrity leadership. Builds and maintains relationships, and works effectively with a variety of different teams.
- Communicates effectively via email, text, and social media. Strong public speaker.
- Organized, able to coordinate multiple projects on deadlines. Able to plan projects, delegate tasks, and give instructions effectively.
- Grounded in the connections between climate, economic, and racial justice and able to speak fluently to the intersections of these issues.
- Lived experience with environmental justice and/or disaster recovery in Southeast Louisiana.
- Prioritizes building an organization that includes and centers BIPOC and LGBTQ people; transgender, non-binary, and two-spirit people; migrants and undocumented people; poor and housing-insecure people; disabled people, young people, and seniors.

Nice to have, but not necessary:

- Light repair and home maintenance skills
- Valid US **driver's license**.
- Personal vehicle
- Boating license and/or experience

Common Ground Relief, Inc is an Equal Opportunity Employer. We will consider applicants for this position without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. We are committed to maintaining a discrimination-free workplace now and always.

BIPOC and LGBTQ people; transgender, non-binary, and two-spirit people; poor and housing-insecure people; disabled people, young people, and seniors, and members of other oppressed populations are encouraged to apply.