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**PARENT VOICES LOGISTICS AND OPERATIONS COORDINATOR**

*Are you detail-oriented and organized and want to put your skills to work to build a child care system that works for all parents? Parent Voices is seeking a Logistics and Operations Coordinator to ensure that we have the systems and structures in place in order to build the voice and power of parents.*

**SUMMARY:** The Parent Voices Logistics and Operations Coordinator develops and implements administrative and information management systems and ensures smooth functioning of the organization. Under the direction of the Statewide Organizer, the Logistics and Operations Coordinator performs a variety of administrative tasks. Ideal candidates are skillful in coordinating logistics/events/travel; eager to develop systems that make the organization more effective; and enjoy assessing the team’s needs and finding solutions. A successful candidate must demonstrate their capability for a high level of responsibility and independent thinking.

**ABOUT PARENT VOICES:** Parent Voices, a 25-year old project sponsored by the California Child Care Resource and Referral Network, is a chapter-based grassroots organizing effort which strives to create a just and caring society that centers the needs of Black, Indigenous, and Brown mothers and ensures that all children, parents, and caregivers journey through life with dignity and love. Through grassroots organizing and leadership development, we activate and center the wisdom of parents to transform child care and ensure all systems that impact our families are just, fair and inclusive. For more information about Parent Voices, please view the web site <http://www.parentvoices.org>

**ABOUT THE NETWORK:** The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers in its 58 local member agencies throughout California. The Network and its local members inform parents and the general public about available, quality child care and assist child care providers in serving their communities. Since 1980, the Network has provided leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the web site at [http://www.rrnetwork.org.](http://www.rrnetwork.org)

**JOB RESPONSIBILITIES**

**Logistics Responsibilities**

* Manage all aspects of logistics for statewide meetings, mobilizations, and other activities, including transportation, accommodations, venue, food, rentals, translation, turnout tracking, email communication & reminders, vendor management etc.
* Manage communication of logistics and follow-up, including evaluations, sending out notes, and next steps to mobilization, event, or meeting participants.
* Purchase and preparation of all materials, including preparation of lobby packets and other steering committee materials etc.
* Provide direct support and communication to chapter organizers and member leaders regarding logistics, turn-out etc.

**Administrative and Operations Responsibilities**

* Manage Vendors, Invoices, subcontractors and reimbursement requests
* Manage the inventory, purchasing, and distribution of materials, including t-shirts, buttons, materials, bags etc.
* Administer chapter regrants
* Prepare and communicate necessary background information, reminders, and agendas for staff and steering committee meetings
* Transcribe and translate meeting/retreat notes, documents as needed
* Create spreadsheets, documents as needed to track workflows and ensure follow-through by team members
* Field organizational inquiries and direct to appropriate staff and/or steering committee members
* Maintain the Parent Voices Master Calendar, update contacts, organize files and archives
* Liaison with Network staff and share relevant information as needed.
* Coordinate volunteer and intern program
* Pitch in during events or key activities

**Director Support Responsibilities**

* Maximize Statewide Organizer’s time with communications and commitments including the maintenance of their electronic calendar, scheduling and confirmation meetings, internal and external calls.
* Support with communication with Steering Committee members including setting meetings, agendas, and logistics during meetings
* Capture and enter data from key contacts that the Statewide Organizer has obtained into the PV database
* Support the Statewide Organizer with administrative tasks as needed, including submission of reimbursements and credits cards expenses
* Prepare the necessary background and information, with the staff and prepare agendas for staff meetings
* Performing other related duties as assigned.

**REQUIREMENTS**

* Belief in social justice work that empowers communities
* Work effectively and efficiently alone and within teams: self-starter and self-directed while committed to communication and collaboration
* Ability to work with many groups and individuals, such as parents, community-based organizations, and government staff
* Competent writing skills
* Flexible in time and mind: there will be evening commitments and work required during the weekend including travel throughout CA.
* Organized and detail oriented; able to maintain records; standard computer skills;
* Excellent time management skills: ability to prioritize work accordingly and manage multiple tasks

**QUALIFICATIONS:**

* Commitment to social justice and grassroots organizing (or work experience equivalent)
* Knowledge of child care systems and/or other social service programs preferred
* Experience, and skills in organizational operations work—including office operations, communications systems.
* Strong written and verbal communication skills,
* Proficient in the use of Microsoft programs such as Word, Excel, and Powerpoint, Google apps
* Demonstrated knowledge of proper compositional practices to aid in writing and proofreading.
* Possess the ability to think creatively to assist in special event planning
* Bilingual (Spanish) with excellent oral and written communication skills preferred

**POSITION AVAILABLE:**  **Logistics and Operations Coordinator Full-time/Non-Exempt**

 **$45,000-55,000 depending on experience**

**Excellent benefits incl: paid vacation and sick time, health and dental insurance**

**APPLICATION DEADLINE: July 1, 2021 (Open until filled)**

## START DATE: Ideal Start Date July 15, 2021

**APPLICATION PROCESS:** Please email cover letter and resume to: Mary Ignatius,

Statewide Organizer, Parent Voices mignatius@rrnetwork.org. Questions? 415-494-4653

*The California Child Care Resource and Referral Network is an Equal Opportunity Employer.*

*People of color, women, immigrants, youth, LGBTQ, and people with disabilities are encouraged to apply!*