

**Job Announcement: Good Jobs First
Administrator, Part-Time
Washington, DC**

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Good Jobs First (www.goodjobsfirst.org), a small non-profit 501(c)(3) organization, now seeks an experienced part-time administrator (between 10 and 20 hours per week) to be located in its Washington, DC base.

Primary duties include overseeing receivables, payables and vendor relationships, coordinating financial records with an outside accounting firm, assisting an outside auditor on the annual audit, and assisting the executive director on budgeting and financial reports for funders.

The position will also administer payroll and benefits and orient new staff members on personnel policy and related matters. They will administer email, software, and data storage systems, and ensure staff has necessary technology and equipment (including troubleshooting problems).

The administrator will, working with our website consultant and Stripe, serve as the point on data subscriptions and sales. They may also be asked to assist with a Good Jobs First archival project.

GJF promotes accountability in economic development incentives with studies, databases, blogs, and technical assistance to grassroots groups, journalists and public officials nationwide.

Applicants must have:

- An established proficiency in basic non-profit 501(c)(3) records and accounting practices;
- Proficiency in Internet tools and basic office software programs, including DropBox and Office 365, (we use Teams); and
- A demonstrated commitment to social and economic justice

Other desirable qualifications:

- Knowledge of tax policy and/or economic development and/or smart growth and/or organized labor and/or community organizing issues and constituencies.

This is an opportunity for rewarding work at a small, highly productive resource center.

Compensation is hourly, between \$32 and \$40 per hour, commensurate with experience, and includes apportioned benefits including healthcare, employer retirement contributions, and vacation. Women and people of color are encouraged to apply. Please email résumés to Greg LeRoy at goodjobs@goodjobsfirst.org. No phone calls, please.