



# THE mosaic PROJECT®

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## ADMINISTRATIVE DIRECTOR

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### THE ORGANIZATION

The Mosaic Project teaches the skills needed to create more peaceful, inclusive communities. Since our founding in 2000, we have delivered our unique immersive experiential education programs to nearly 50,000 children and 10,000 adults

### Vision

We envision peace: a just, diverse, and inclusive world where individuality and community are both core values and where listening, empathy, and assertiveness guide our interactions.

### Mission

*UNITE*

*EDUCATE*

*EMPOWER*

The Mosaic Project, a 501(c)(3) nonprofit organization, works toward a peaceful future by uniting children of diverse backgrounds, providing them with essential community building skills, and empowering them to become peacemakers.

Our complementary work with youth and adults not only supports our youngest peacemakers, but also enables us to reach wider communities through schools, community-based organizations, and the workplace.

Together, we create microcosms of the just, diverse, inclusive world we envision, demonstrate that peace is possible, and inspire action.

### Programs

Our principal program is our unique human-relations Outdoor Project. This dynamic 4-night, 5-day experience for fourth and fifth graders is offered during the school week. Three classes from schools that differ markedly in socioeconomic, racial, and ethnic make-up participate in the program together, giving the students the opportunity to experience firsthand a diverse setting in which all are welcomed and respected. While typical outdoor schools focus on environmental science, ours addresses issues of difference and builds self-esteem and community.

Our supporting programs -- our In-School Project, Youth Leadership Project, and Mosaic Consulting Project -- all work in concert with our Outdoor Project as we send our participants back to their schools, neighborhoods, and communities as leaders who take thoughtful, tangible steps toward peace and justice.

*As we enter our 19<sup>th</sup> year, we are at a critical, exciting stage in our growth. We are searching for a passionate, committed systems expert with exceptional written and oral communication skills, as well as the vision to take the organization to the next level.*

### JOB SUMMARY

The Administrative Director supports the entire organization and all of its programs and activities. The Administrative Director is at the hub of communication internally and externally, often serving as the first contact point with the organization. The Administrative Director runs the office to ensure efficient, timely and accurate operation of the organization (including supervising volunteers, interns, and those doing special projects; keeps the office supplied; manages the phones, fax, mail, and email; keeps the office/administrative records of the organization). The Administrative Director works closely with our partner schools to schedule programs and to ensure that we obtain and organize all student information necessary to provide the best educational experiences possible.

## **RESPONSIBILITIES:**

- Manage and maintain Salesforce database of all organizational contacts, including private donors, foundations, partner schools, and individual students, and maintain physical records of all programs and activities.
- Manage and nurture relationships with Mosaic's partner schools, ensuring they meet all deadlines.
- Manage logistics for all programs, events, and fundraisers, including preparation, registration, supplies, clean-up, and follow-up.
- Ensure that all incoming mail, email, faxes, calls, and voicemails are processed.
- Support fundraising activities including managing donor solicitation and thank you mailings.
- Assist Bookkeeper with financial tracking.
- Maintain inventory of office supplies and equipment, program supplies, merchandise, and PR materials.
- Supervise and motivate office volunteers and interns, and complete HR paperwork for all program staff.
- Attend weekly staff meetings and file minutes.
- Support the Board of Directors in communications and by preparing materials for meetings.
- Represent the organization in community and alliance settings as needed.

## **QUALIFICATIONS:**

- Minimum of three years demonstrated experience in office administration and two years office management experience with supervisory responsibilities.
- Extensive experience with Salesforce.
- Exceptional organizational and time-management skills with strong attention to detail.
- Exceptional written and oral communication skills.
- Demonstrated ability to take initiative, thrive under pressure, and meet competing and crucial deadlines.
- High level of creativity and openness to learning, demonstrated commitment to open, direct, and non-violent communication, as well as an ability to work accountably both independently and as part of a tight-knit diverse team.
- Willingness to step outside of the job description to do whatever is needed in a small nonprofit.
- Willingness to work occasional nights and weekends. This position involves some scheduling flexibility.
- Desire to make a long-term commitment and to step up in leadership and grow with the organization.
- Passion for youth development, social justice, and creating peace, and enthusiasm for behind the scenes support.
- Spanish language skills preferred.

**Compensation:** Commensurate with experience.

**To apply:** Please send letter of introduction and resume to [hiring@mosaicproject.org](mailto: hiring@mosaicproject.org).

*The Mosaic Project is an Equal Opportunity Employer committed to diversity in all areas of our work. Applications are strongly encouraged from people of color, people from low-income backgrounds, immigrants, lesbian, gay, bisexual, queer, transgender and genderqueer people, people who are differently-abled, and bilingual and bicultural people.*