

Democracy Unlimited

OF HUMBOLDT COUNTY



JOB ANNOUNCEMENT

Outreach & Administrative Assistant

12-15 hours per week, \$10 per hour, some evenings & weekends

**Are you passionate about working for social justice?
Join our team!**

Our Mission

We educate citizens about the illegitimate seizure of our authority to govern ourselves. We design and implement grassroots strategies that exercise democratic power over corporations and governments. We seek to create a truly democratic society by provoking a non-violent popular uprising against corporate rule in Humboldt County that can serve as a model for other communities across the United States.

Contact

mailing address:
Post Office Box 610
Eureka, California 95502-0610

tel & fax: (707) 269-0984

web: www.DUHC.org

email: info@DUHC.org

Democracy Unlimited is currently seeking an extremely well-organized and detail-oriented individual to support all of our administrative functions.

Application deadline: May 20 or rolling until filled

Job begins: June 8 or ASAP thereafter

Responsibilities include (but not limited to):

- Answering phones and emails and directing incoming calls/messages to the appropriate party
- Maintaining electronic and hard copy file systems
- Managing incoming and outgoing communication on behalf of the director
- Managing calendars, including meeting schedules
- Monitoring and organizing follow-up and to-do lists
- Prioritizing and managing multiple projects simultaneously
- Data entry, copying, scanning
- Scheduling/prepping the director for meetings (preparing/organizing background information)
- Volunteer coordination
- Event planning
- Preparation/assembly of project materials
- Updating Facebook, Twitter accounts
- Maintaining website
- Drafting and editing email newsletters
- Maintaining database
- Note taking
- Internet research as needed on diverse and eclectic topics
- Light bookkeeping
- Project oversight
- Producing monthly radio program (working with other staff to identify program topics and guests, coordinating communication with guests, working with radio station to publicize the show)

The successful candidate will possess:

- Deep interest and support for the mission of Democracy Unlimited
- Excellent English oral and written communication, and command of grammar
- Strong interpersonal skills and the capacity to listen carefully
- Capacity to learn quickly, to work under pressure, to meet deadlines, to track multiple tasks simultaneously, and to see the “big picture”
- Strong technological proficiency and experience in Google Calendar/Docs, Microsoft Office, Facebook, Twitter, email (ideally GMail)
- Comfort working on Macintosh computers
- At least 1-2 years experience in a similar position

Helpful but not required:

- Working knowledge of FileMaker Pro, Dreamweaver, and Adobe Illustrator/Photoshop/InDesign desirable
- Spanish language skills
- Activism/organizing background
- Knowledge of Humboldt County

TO APPLY: E-MAIL ONLY PLEASE!

Please submit a detailed cover letter, resume, and three recent professional references to info@duhc.org. Please write “Job Application” in the subject line. Please be prepared to submit a writing sample if invited for an interview. Incomplete applications will not be considered. Please no telephone calls or faxes.

Democracy Unlimited is an equal opportunity employer.