NAPW JOB ANNOUNCEMENT
(RE-POST)

JOB TITLE: Finance and Administration Associate

JOB TYPE: Full-Time; Regular; Confidential; Exempt

JOB LOCATION: New York City (Office-based position) **SEE COVID-19 NOTICE**

COMPENSATION: Competitive salary. Generous benefits.

National Advocates for Pregnant Women (NAPW) is a New York City-based 501c3 non-profit, advocacy organizations that advances the principles of Reproductive Justice. NAPW seeks to protect the rights and human dignity of all people, focusing on pregnant and parenting women and those who are most likely to be targeted for state control and punishment, including low income women, women of color, and drug-using women. NAPW works to ensure that women do not lose their constitutional and human rights as a result of pregnancy; that addiction and other health and welfare problems they face during pregnancy are addressed as health issues, not as crimes; that families are not needlessly separated based on medical misinformation; and that pregnant and parenting women have access to a full range of reproductive health services, as well as non-punitive drug treatment services. NAPW uses the lessons learned from the experiences of these women to find more effective ways of advancing reproductive and human rights for all women and families.

Our work encompasses litigation, litigation support, and legal advocacy; local and national organizing; and public policy development, public education, and outreach. Two principles guide all NAPW activities: (1) to build bridges and align agendas across diverse public health, social justice, and civil rights movements, and (2) to leverage and connect local organizing and activism with national advocacy and policy work.

To that end, NAPW is actively involved in ongoing court challenges to punitive reproductive health and drug policies and provides litigation support in cases across the country. NAPW engages in local and national organizing and public education efforts among the diverse communities that are stakeholders in these issues, including the women and families directly affected by punitive policies, as well as public health and policy leaders.

Position Description

NAPW seeks an experienced Finance and Administration Associate (FAA). Reporting to the Executive Office Manager (EOM) or designee, the Finance and Administration Associate will play a key role in the operation of the Organization. In addition to providing comprehensive, high-level, confidential administrative support to NAPW’s Finance and Administration/Operations function, the FAA serves as the first point of contact for all staff and guests.

This role will be instrumental in building foundational processes to help operations scale for future growth. The role requires someone with an obsession for detail and a consistent drive for following through. This role is an excellent opportunity for an individual seeking to demonstrate expertise in operations, project management, and administrative generalist experience. S/He will possess the ability to prioritize and react with appropriate urgency to situations that require a quick turnaround and take effective action without having to know the total picture.

The ideal candidate will be adept at using creative solutions to solve multi layered problems. The candidate will be comfortable working in a rapidly changing environment, excel at logistics and planning, and will also be committed to the mission of NAPW. S/He will be exceedingly well organized, flexible, and will enjoy the administrative challenges of supporting a small office of diverse people.

This Job Announcement is not intended to be all inclusive; the employee will also perform other reasonably related business/job duties as assigned. NAPW reserves the right to revise job duties and responsibilities as the need arises.

Responsibilities include (but are not limited to):

Executive Administrative Support

- Provide comprehensive, confidential, senior-level clerical support to the COO, CFO, and CHRO. Distribute communications generated from the offices of the COO, CFO, CHRO, and EOM as requested;
- Provide comprehensive confidential senior-level back-up clerical support to the ED and DED in the absence of the EOM and as requested;
- Perform other duties as assigned.

NAPW Job AD– FINANCE & ADMIN ASSOCIATE (RE-POST AUGUST 2020)
Administration & Office Services:
- Responsible for all daily office functions: Opening (10:00a) and Closing (6:00p) of office; Professionally greet, assist and/or direct guests; Keep Reception, office common areas, conference rooms, and storage room tidy and organized at all times; manage the ordering and budget for office supplies (including office snacks and beverages); Work with the CFO to create and manage an inventory control system for all office supplies;
- Serve as Front Desk Receptionist - provide primary phone coverage; Train all new staff, volunteers, and interns in the operation of the telephone; Manage switchboard operations (updating outgoing messages, daily retrieval of General Mailbox messages);
- Prepare outgoing mail and packages, schedule outside service pick-ups and deliveries - USPS, UPS, FedEx, couriers, etc.; Sort, date stamp, and distribute incoming mail and package deliveries as per NAPW mail distribution guidelines;
- Ensure general-use office equipment (i.e. copier, postage meter, shredder) is fully operational at all times (includes daily check and loading of paper, and monitoring and changing of toner as needed, postage meter account reload);
- Other duties as assigned.

Finance
- Assist Bookkeeper with weekly Accounts Payable processes including receipt collection for Amex reconciliation;
- Provide back-up support to Bookkeeper in processing of NAPW payroll;
- Handle filing/clerical matters for Finance and Accounting;
- Assist with vendor invoice processing including coding, obtaining approvals, collection of back-up documentation;
- Other duties as assigned.

Human Resources [as needed by CHRO]:
- As needed, assist the CHRO with various confidential HR-related functions;
- Assist with scheduling employee onboarding and offboarding; Assist with recruitment;
- Create and update forms, policy documents, and manuals as requested;
- Other duties as assigned.

Development/Donation Support & Donor Database Management:
- Update and maintain constituent records in contact database;
- Create Acknowledgement Letters, mailings, etc. (as directed);
- Maintain grant-tracking system (Foundation database);
- Other duties as assigned.

Meetings and Events Management:
- Attend and provide logistical support for program and departmental meetings, and offsite meetings as directed;
- Ordering of meals and refreshments for all meetings and events;
- Set-up equipment as needed for meetings (Video/Phone/Web Conference, Polycom, projection, etc).

Coordination of Travel:
- Provide back-up support to the EOM in management and implementation of every aspect of travel arrangements for all staff, Board members, clients, and external business partners.

Office Security & Safety:
- Provide administrative and general support to the EOM in ensuring compliance with Health & Safety Regulations; This includes serving as NAPW Fire Warden/Safety Officer;
- Other duties as assigned.

**MINIMUM qualifications include:**
- Bachelor's degree (B.A./B.S.) from an accredited four-year college or university;
- **MINIMUM of three (3) years** of full-time Office Management/Administration experience; preference for experience in progressively increasing levels of administrative support roles in Finance and Administration, Accounting or Operations;
- Excellent organizational and communication (written and verbal) skills; Fluency in written and oral English;
- Attention to detail; Understanding of accounting rules and regulations; comfortable working with numbers and analyzing data; Ability to use discretion and appropriate safeguards with confidential and sensitive data;
• Collaborative work style; comfortable interacting with all levels in the organization;
• Good problem-solving skills; ability to develop creative solutions alongside other stakeholders;
• Willingness to learn new and/or proprietary computer applications as required;
• Requires a highly proactive approach, with the ability to plan and manage routine tasks and long-term projects with minimal supervision in a deadline-driven and fast-paced environment;
• Ability to step into an active role immediately; proven ability to make sound judgments on a day-to-day basis;
• Superior organizational and time management skills, including the ability to multi-task;
• Meticulous about details and follow up; subscribes to the belief that no task is too big or too small;
• Excellent relationship builder; able to communicate with firmness and warmth, and to demonstrate a high level of tact, discretion, humility, and diplomacy with all internal and external stakeholders;
• Demonstrated alignment with NAPW’s mission, values, and commitment to diversity, equity, and inclusion;
• SOLID experience using Mac OS platform and equipment (NAPW is an 100% Mac environment);
• Advanced-level proficiency with solid, measurable experience in a variety of Mac OS computer software applications, social media platforms, and databases (REQUIRED: MS Office Suite, Gmail, Zoom, Google Docs, Social Media apps);
• Advanced-level proficiency with solid, measurable experience in Mac OS platform HRIS; Development/Donor management applications; Payroll processing (REQUIRED: QuickBooks online. QuickBooks desktop, Intuit);
• Proficiency in/solid working knowledge of, or trainability in (Mac OS platform): ADP-Run, ADP Workforce Now, Zenefits, SAGE, PayChex, ConCur, PeopleSoft, Network for Good, Raiser’s Edge, Great Plains, Fund EZ, 4D).

THIS IS AN IMMEDIATE HIRE. APPLICATION DEADLINE: SEPTEMBER 1, 2020

REQUIRED SUBMISSIONS (MUST include ALL items listed below):
1. Cover Letter which must include all of the following elements:
   a) Your personal & professional motivation for seeking this position.
   b) A discussion of what makes you the ideal/best candidate for this position.
   c) Salary Requirement.
   d) Indicate where you found this Job Announcement.
2. Resumé.
3. Complete contact information for three (3) professional references [AT LEAST ONE (1) MUST BE FROM YOUR CURRENT (OR FORMER) IMMEDIATE SUPERVISOR.]

INSTRUCTIONS:
NO PHONE CALLS OR FAXES PLEASE.
All submissions must be sent VIA EMAIL ONLY To: NAPWjobs@AdvocatesForPregnantWomen.org
SUBJECT: ATTN: Human Resources – NAPW Finance & Administration Associate (2020)

****COVID-19 NOTICE****
Due to the Pandemic, NAPW is at present a completely remote workforce. This position is normally in-office. If the successful candidate is hired while the staff is still remote, we will work with that candidate to ensure that they have the tools, equipment, and digital on-boarding to be successfully integrated into our remote work environment.

National Advocates for Pregnant Women is an equal opportunity employer and we do not discriminate in hiring or employment on the basis of race, color, religion or belief, national or ethnic origin, citizenship, marital or domestic partnership status, sexual orientation, gender identity or expression, age, disability, military or veteran status, or any characteristic protected by federal, state, or local law. NAPW recognizes and values the benefits of a diverse workforce.

www.AdvocatesForPregnantWomen.org