



Position: Operations Coordinator at Progressive Startup Incubator (Full-time, Remote)

Organization: Accelerate Change

Reports to: Lea Madry, Director of Operations for Accelerate Change

Direct Reports: N/A

Location: Full-time, 100% remote position (from home or co-working space) with occasional travel once every 2-3 months

About Us

Accelerate Change is a nonprofit (c3/c4) lab dedicated to catalyzing new scalable, financially-self sustainable models for progressive citizen organizing. Accelerate Change is particularly focused on developing new organizing models that engage communities of color and low-income communities, as well as organizing models that bring together diverse citizens across class and race.

We help social change organizations build the people power and financial resources needed to make the lasting public policy changes that communities need to thrive. Drawing upon the lessons from some of the largest and most impactful social change institutions, our theory of change is based on the idea that membership organizations can experience explosive, financially sustainable growth when they provide a robust set of benefits and services that have an outstanding value to the people they seek to organize. Learn more about our model for scalable citizen organizing in the article, "[The Secret of Scale](#)" from the Stanford Social Innovation Review.

Accelerate Change helps start-up ventures and established organizations scale their relationships with constituencies using Lean Startup methodologies and other business strategies. We focus on testing services (digital and offline) that provide real value in people's everyday lives and are financially self-sustainable. Read more about our approach to experimentation in the article, "[The Promise of Lean Experimentation](#)" also from the Stanford Social Innovation Review.

Accelerate Change incubates some of the fastest growing digital organizing ventures in the country with a particular focus on organizing in communities of color and low-income communities. Incubated ventures include:

- PushBlack, which builds trusted subscriber relationships with African-Americans through daily black history and news stories that then lead to political and advocacy actions. PushBlack has grown to over 3.5 million mobile messaging subscribers (SMS+Messenger) over the past 2 years.
- Revolution English, which has developed a financially self-sustainable model for providing free online English lessons to over 1 million immigrants, and also providing these immigrants with resources to get better jobs, immigration help, and advocacy opportunities.
- Pulso, a new venture launched in 2018, which builds political power in the Latinx community.

Accelerate Change also works with a select group of progressive organizations, including the Sierra Club, National Domestic Workers Alliance, AFSCME, and Pantsuit Nation to experiment with new digital media initiatives.

Accelerate Change's team of 28 staff bring a diverse mix of tech, business, organizing, and media backgrounds and deep experience with the diverse communities that we engage.

What We're Looking For

Accelerate Change is seeking a highly detail-oriented Operations Coordinator who is a fast learner, has strong follow-through, and enjoys engaging with people from diverse backgrounds. In this entry-level role, the Operations Coordinator will work on a wide variety of talent and operations projects to help Accelerate Change's progressive social ventures increase the political power of communities of color and low-income communities.

Here's what you could expect to do as Operations Coordinator:

- **Expenses:** Process staff reimbursements and organization expenses
- **Invoices:** Prepare and track payments for invoices
- **Contractors:** Prepare hiring documents for contractors and process contractor payments
- **Development operations:** Prepare funder acknowledgment letters and coordinate grant reports
- **Gatherings:** Manage logistics for in-person team meetings
- **CRM:** Manage the funder and recruiting CRM systems
- **Communication:** Communicate hiring and operational updates to staff and assist the Talent Associate with communicating with candidates
- **Hiring and onboarding:** Assist the Talent Associate with advertising job opportunities and coordinate the staff onboarding process
- **Professional development:** Support staff professional development, including researching and circulating relevant opportunities and sharing resources for continued learning
- **Human resources:** Assist the Talent Associate with HR logistical support
- **Celebrations:** Assist the Talent Associate with facilitating celebrations of birthdays, work anniversaries, and team milestones
- **Collaboration:** Communicate with a variety of audiences, including staff, ventures, volunteers, and community members

We'll also look for the Operations Coordinator to:

- Grow in their position, taking on additional responsibilities and sharing their ideas to improve our operations
- Pitch in where needed to address staff and venture priorities
- Support venture experimentation through user testing, customer discovery, and other activities that leverage their skills and experience

Qualifications

In order to be considered for this role, you should meet these minimum requirements:

- **A college degree or 2+ years of work experience:** This is an entry-level position. We welcome candidates who have a college degree (no post-college work experience required) and candidates who have 2+ years of work experience (no college degree required).

- **Experience with detail-oriented projects:** You have experience working on projects requiring careful attention to detail, and you take pride in the fact that your work is consistently error-free. Your experience may have come from work, internships, or volunteer roles.
- **Commitment to social justice:** Accelerate Change is a mission-driven organization focused on creating progressive policy and political change, particularly with low-income communities and communities of color. You have demonstrated a commitment to social justice and social change through your work, internship, or volunteer experiences, and you want to be part of a team of people who share this commitment.
- **Service-oriented and flexible:** You want to help. You're ready to use your skills to advance progressive causes wherever help is needed; whether our ventures are working to build voter turnout of African Americans and Latinx folks, run criminal justice reform campaigns, increase donations for environmental causes, advocate for women's rights, design English lessons for immigrants, organize labor unions, or anything else, you're ready to provide operational support.
- **Interested in digital engagement:** You love to consume digital media and can often be overheard sharing podcast recommendations, insight from an article you recently read, or must-see threads on Twitter. You're interested in how social media and other digital tools can be used to connect and engage people around progressive social change.
- **Eager to work independently and as part of a remote team:** You're known as someone who gets things done and pays attention to detail. You prefer a mix of working independently to complete your tasks and checking in with colleagues from diverse backgrounds. You'd be comfortable working remotely with team members based all over the country and you're no stranger to video calls.

Additionally, having one of these skills or experiences is a plus (but not required):

- Fluent in Spanish (many of our ventures and partners work with Latinx communities)
- Experience using digital media in work, internships, or volunteer roles
- A sense of humor!

Benefits

- \$40,000-\$44,000 salary range depending on experience
- Flexible work hours
- Health care after 3 months, with individual premiums fully covered and cost-share for dependents
- Educational loan assistance after 3 months, up to \$200 per month for undergraduate loans or \$300 per month for graduate loans
- 10 paid vacation days, 6 paid holidays, and 3 paid floating holidays each year
- 5 fully paid sick days and 10 half-paid sick days each year
- 401(k) plan after one year, with 100% employer match on the first 3% and 50% employer match on the next 2%

Application Process

To apply, please upload your resume and tell us more about your experience using this application form: <http://bit.ly/2vNoHGn>. Priority will be given to those who apply by **Friday, May 17, 2019**.

Accelerate Change, a project of the Center for Public Interest Research, is an equal opportunity employer. We believe that people of color, people from working class backgrounds, women, and LGBTQIA+ people must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.