

## Job Announcement ADMINISTRATOR



### ABOUT E4F

[Equality for Flatbush](#) (E4F) is a Black/POC-led, grassroots organization that does police accountability, affordable housing, and anti-gentrification/anti-displacement organizing in Flatbush, East Flatbush, and Brooklyn-wide. Founded in 2013, Equality for Flatbush is a Black Lives Matter group that believes in the abolition of the police, ICE, and prisons. Created as a direct response to the increase in tenant and police harassment due to gentrification, we have only 2 goals: to end NYPD murders and to stop the displacement of low-to-middle income people from Brooklyn, NY. We organize our communities for social change and justice through street outreach, social media campaigns, political and direct action.

### JOB SUMMARY

E4F seeks a dedicated, organized, and highly communicative Administrator to support our office management and day-to-day administrative tasks. This individual will work with the E4F Admin Team to coordinate meetings, manage the E4F office, and conduct other high-level administrative tasks.

### KEY RESPONSIBILITIES

The main responsibilities of the Administrator include:

- Coordinating E4F calendars (including events and Zoom)
- Planning & organizing Admin Team meetings and preparing meeting minutes
- Overseeing E4F's budget, invoices, and payroll
- Maintaining internal records and agreements (including but not limited to: financial records, contracts, leases)
- Updating and managing E4F's mailing list & listserv
- Communicating with partners, stakeholders, and other members of E4F's network
- Managing E4F's office, including purchasing office equipment
- Other administrative tasks, as needed

### QUALIFICATIONS

- 10-15 years of office management experience
- Highly proficient in Google Suite and Zoom
- Experience managing financial records and budgets
- Commitment to E4F's mission
- Strong written and verbal skills
- Excellent customer service skills
- Proficiency in Haitian Kreyol or Spanish, preferred

**Compensation:** \$55,000-\$60,000 per year

**Schedule:** Full-time

**Location:** Brooklyn, NY

**To Apply:** Please submit your resume and a cover letter to [projects@vantagehrs.com](mailto:projects@vantagehrs.com).

*Equality for Flatbush (E4F) is an equal opportunity employer and highly values diversity. E4F maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual identity, gender identity, or any other class protected by applicable state or federal law. Lifelong/Long-time Brooklynites, People of Color, Women, and QTPOC/LGBTQ people are strongly encouraged to apply.*