

[SACReD](#)
Program Operations Coordinator
Job Description

SACReD (Spiritual Alliance of Communities for Reproductive Dignity) is a national alliance of religious leaders, congregations, movement organizations, activists, and academics collaborating to advance reproductive justice through congregational education, culture change, community building, and direct service. SACReD equips, educates, and engages faith communities to utilize Reproductive Justice, liberative theologies & spiritualities, and community organizing in order to end bodily oppression and affirm the wholeness of all people. SACReD imagines a world where Reproductive Justice is the reality, where spirituality and sexuality live in harmony, and where all can access the holistic care and healing we need to be our most abundant and free selves.

Our work is grounded in the principles that are at the heart of our religious traditions, such as *pikuach nefesh* (to save a life), *kujichugalia* (self-determination), and *imago dei* (image of God) SACReD upholds core values of joy, justice, wholeness, and compassion. SACReD has four existing program activities: a national designation and training program, abortion access organizing, a regular national convening, and media advocacy. SACReD is a fiscally sponsored project of NEO Philanthropy.

As a new organization, we are looking for our first Program Operations Coordinator to join the Co-Director for Movement Building and Co-Director for Organizational Development to carry out the day-to-day operations of the organization. From its inception, SACReD has operated from a place of deep partnership and collaboration. We want to create systems that align with our values, [the tenets of Reproductive Justice](#), and womanist ways of being that undergird our work to collectively sharpen our analysis and praxis in the movement. We do not have to replicate harmful systems and structures. Instead, we can imagine ways of being centered around people and flourishing for all. While this is a job description, it is also an invitation to join a collaborative organization to develop and embody the movement we want to see in the world. With this being an inaugural role some responsibilities may shift and evolve over time as the organization grows; we anticipate that you will co-create this role with the Co-Directors.

About Our Team

SACReD is currently co-led by [Latishia James](#), Co-Director for Organizational Development and [Angela Tyler-Williams](#), Co-Director for Movement Building. You would join us as the third full-time SACReD staff member and have an integral role in setting organizational culture as we continue to build out our team. In addition to the staff team SACReD is held and advised by a Community of Accountability, led by a collective of multiracial, multireligious, multiethnic, mixed gender and sexual identity activists, lay leaders, organizers, clergy, and directly impacted communities.

Position Overview

Primary Responsibilities

Responsibilities include, but are not limited to:

- Executive Leadership support
 - Provide executive assistance to the Co-Directors, including managing email inboxes & calendars, arranging travel, and submitting expense reports;
 - Occasional travel with one or both Co-Directors for in person logistical support at SACReD trainings, conferences, and coalition meetings;
 - Provide administrative support to SACReD's Community of Accountability, including scheduling meetings, coordinating meeting agendas, note taking, and compiling expense documentation.
- Operational Systems
 - Develop and implement practices and policies for an organizational culture that reflects our values.
 - Manage Human Resource systems with the support of NEO Philanthropy.
 - Envision and Implement a networking system to manage relationships between congregations, movement partners, and SACReD. This would be in partnership with the Co-Director for Movement Building.
- Administrative Support and Logistics
 - Support the logistics of SACReD's movement building work: coordinating trainings, congregational networking, and other large scale convenings.
 - Coordinate logistics for the SACReD Gathering, communicating with vendors, speakers, participants, and sponsors.
 - Maintain data and CRM system in collaboration with the Co-Director for Organizational Development. SACReD currently uses Google Suite and Constant Contact, and we plan to strengthen these tools.
 - Review reimbursement requests from program participants
- Communications
 - Oversee and implement SACReD's social media strategy in collaboration with the Co-Director for Organizational Development and other Communications consultants. SACReD uses Canva and Hopper for social media planning and posting.
 - Manage SACReD's monthly newsletter and email listserv
 - Support external organizational communications by: copy editing press releases, screening interview requests with the Co-Directors, and managing logistics for any front-facing press events.
- Work with the Co-Directors to ensure success in the other program areas
 - [SACReD Biennial Gatherings](#)
 - [SACReD Congregations](#)
 - Abortion Access Organizing + Practical Support Training
- Rest
 - Regularly take time off to care for yourself, your family, and your community. Clearly communicate these needs in coordination with other staff.

- Set boundaries to preserve the capacity of yourself, the team, and the whole organization.

Qualifications

- This role requires commitments to:
 - Faith-based organizing for reproductive justice
 - Growing in antiracist practices and values
 - Courageous conversations, truth-telling, and engaging in generative conflict
 - Mutual accountability within the organization and with movement partners
 - Leaning into discomfort, embrace ambiguity, and say “I don’t know”
 - A spirit of curiosity and generosity
 - Personal and professional development, with a willingness to learn and grow with a team
- 2-3 years of experience in organizational development, administrative support, and/or operations coordination for social movement organizations and leaders; experience in faith-based environments is appreciated but not required
- Experience with system design and thinking, especially developing systems rooted in antiracist practices and values
- Strong written and verbal communication skills
- Highly relational, and emotionally intelligent, with the demonstrated ability to build strong relationships across race, gender, class, and multiple identities
- Be able to work efficiently, juggle multiple projects with appropriate prioritization, adhere to established time frames, and adapt to evolving circumstances
- Confidence to take initiative and make informed choices proactively
- A willingness to practice and engage with different styles of leadership (e.g. co-leadership, managing up)
- Fluency in G Suite, familiarity with CRM system(s), social media management tool(s), and confidence learning new programs
- Ability to work in front of a computer screen and/or type for the majority of a typical working day.

Compensation & Benefits:

The salary range for this position is **\$70,000-\$85,000** commensurate with experience.

Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

Vaccine Requirement:

SACReD at NEO follows CDC guidance regarding staying up to date with COVID-19 vaccinations and boosters. Accordingly, and in order to ensure the wellness and safety of our staff to the greatest extent possible, NEO requires the COVID-19 vaccination and boosters for all staff. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis.

SACReD Specific Benefits:

- 4-day work week (your choice of Monday - Thursday or Tuesday - Friday)
- 3 Holistic wellness days a month i.e. mental health, menstrual leave, etc. (no questions asked)
- Flexible work-from-home policy
- 5 weeks of full office closure per year* (some working hours would be needed for End Of Year donation processing)

How to Apply

Email cover letter, resume, and three references to hr@sacreddignity.org on or before Monday, June 12, 2023.

Employment Type

Exempt, full-time position (40 hours per week)

Location

Remote

Position Reports To

Co-Director for Organizational Development

Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job qualifications. SACReD at NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. We encourage anyone who believes they have the skills necessary to succeed at SACReD to apply for this role.