

## **Job Posting: Administrative Associate**

The ICA Group, a nonprofit dedicated to advancing businesses and institutions that center worker voice, grow worker wealth, and build worker power, seeks a full-time Administrative Associate to support the administrative and financial functions of the organization.

The Administrative Associate will work primarily with ICA's Executive Director and Controller, and will provide support to program teams. The work involves managing multiple administrative and logistical projects, and supporting operations processes across the organization.

This position is based in Northampton, Massachusetts.

## **About the ICA Group**

The ICA Group is a leading expert on worker ownership and the oldest national organization dedicated to the development of worker cooperatives. We are a mission-driven nonprofit organized as a worker cooperative and are dedicated to bringing strategic analysis and industry-focused supports to the worker ownership sector. Our business expertise is bolstered by a deep understanding of worker ownership and other worker-centered structures, and a commitment to serving low-wage workers and communities of color.

## **Key Responsibilities**

### **Office Management (30%)**

- Act as a first point of contact via phone and email for potential clients and general inquiries
- Coordinate ongoing office management with property manager and IT services
- Assist with ongoing project history archiving
- Maintain inventory of computer equipment and office supplies across multiple locations
- Open and deliver mail on a daily basis

### **Operations (20%)**

- Work with team members to schedule and coordinate staff meeting logistics
- Maintain a presence on staff committees to produce meeting minutes and assist in identifying redundancies
- Maintain and troubleshoot phone systems and video conferencing systems
- Assist in ongoing Google Drive organization and maintenance

### **Finance (30%)**

- Control flow of Accounts Payable and Receivable processing
- Track Grant Expenditures and Records for reporting cycle
- Assist with gathering and inputting employee expense reports
- Monitor travel expenditures and assist Controller in identifying trends
- Assist in annual audit

- Perform administrative duties such as filing, scanning and photocopying, or other duties as assigned

### **Staff Support (10%)**

- Monitor new hire schedules and assist with onboarding process
- Maintain annual review calendars

### **Communications Support (10%)**

- Assist with website and social media management, including updating social media calendar, posting content, and tracking analytics
- Assist Communications Specialist in ongoing workflow management, and identify trends for impact and reach

### **Minimum Requirements**

- Superior organizational skills with a proven ability to manage and organize multiple projects and timelines
- Ability to work independently and create work plans
- Strong interpersonal skills
- Administrative and bookkeeping experience

### **Additional Desired Capabilities**

- 4+ years of relevant professional experience
- Strong written and verbal skills
- Ability to work well under pressure and manage multiple concurrent projects and deadlines
- Demonstrated team orientation and ability to provide and accept feedback
- Comfort working in a fast-paced and self-directed environment
- Personal and intellectual commitment to systemic economic change
- Excitement to help a growing organization scale effectively, and an enthusiastic interest in taking on new responsibilities and roles as this happens

### **Compensation and Benefits**

The salary range for this position is \$45,000 to \$60,000 and is commensurate with experience. The ICA Group provides a generous benefits package including 4 weeks of vacation, 12 paid holidays, 8 days of sick leave, and health insurance.

### **About Working at the ICA Group**

The ICA Group is a rapidly growing nonprofit. 65% of staff have worked at ICA for 2 years or less. All staff members are expected to help build organizational capacity, processes, and culture. 60% of the ICA Group staff work in our offices in Northampton and Boston and 40% work remotely from east coast locations. We utilize technology and virtual meetings on a daily basis, and hold quarterly in-person meetings at our Northampton office. We are committed to a workplace culture that supports work-life balance and flexibility for working parents and other caregivers.

At the ICA Group, we value diversity, equity, and inclusion. We believe that in order to build a new economy where working people lead and own democratic workplaces, leaders in cooperative development must reflect the communities they serve. We support equitable opportunities for all people and we strongly encourage candidates from diverse backgrounds, people of color, women, individuals from the LGBTQIAA+ community, and others who identify as a part of historically marginalized communities to apply for open positions at the ICA Group.

### **To Apply**

Applicants are strongly encouraged to apply by June 3rd. To apply, please upload a resume and cover letter as a single PDF using the form on our website at:

<https://icagroup.org/careers/administrative-associate/>