**ABOUT E4F**

[Equality for Flatbush](http://www.equalityforflatbush.org/) (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**

* 8-10 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**: $50,000-$55,000 per year as 1099 contractor, plus stipend for benefits compensation

**Schedule**: Full-time, shift schedule (i.e., some evening work and occasional weekend work required)

**Location**: Brooklyn, NY

**To Apply:** Please submit your resume and a cover letter to hfrantz@vantagehrs.com.