



Job Description

Social Change Administrative Associate¹

About the Idaho Coalition

The Idaho Coalition identifies, supports, and thrives as an intergenerational, multi-racial, multi-ethnic, multi-cultural organization for the benefit of our team, our work, and our movement to end gender violence, inextricably interconnected to multiple systemic oppressions. Our focus is girls and women, and people who are gender oppressed, who are impacted by or at risk of gender violence and systemic oppression.

Gender violence (sexual assault, domestic violence, dating violence, and stalking) does not occur in isolation. Gender violence is part of the continuum of gender oppression and is fueled by social injustice, including patriarchy, sexism, racism, classism, homophobia, transphobia, ableism, religious discrimination, and anti-immigrant sentiment. To end gender violence, we must address the larger systemic issues that generate and sustain it.

Shared Vision and North Star

Our shared vision is one of beloved communities with social equity and collective liberation for all human beings, where we see our own and each other's full humanity, where everyone has the ability to thrive, and where the dominant social narrative is one of interdependence, resilience, and regeneration. Our north star is collective thriving and embodies of our vision, values, and purpose.

Organizational Values

Our organization aspires to embody the values we want to see in the world:

¹ As part of a broader shift to a remote-first operating model, the Idaho Coalition is in the process of downsizing its physical office footprint. This role supports coordination and continuity during that transition.

Bold Vision – We are open to possibilities and encourage risk-taking.

Compassion – We see each other's full humanity with love and kindness, and intentionally turn toward others to end suffering and oppression.

Interconnection – We hold broad awareness and understand our profound interconnectedness and respect our relationships with one another and our earth.

Solidarity – We amplify the voices and histories of communities marginalized by society and celebrate our differences.

Collective Liberation – We recognize that our own freedom from oppression is connected and bound with individuals most marginalized by systems of power in society.

Approaches Across the Organization

We are working to reclaim our connection to our own and each other's humanity, and to create the foundation for collective thriving by embodying these four approaches across our organizational work:

Center on Communities Most Impacted by Historical Marginalization and Violence + Community-Centered Solutions

Build alliances and power with and among communities marginalized by society.

Challenge institutions' and systems' behaviors, culture, and policy that create the conditions for gender violence fueled by multiple, systemic oppressions.

Catalyze Change in Prevention and Response – Collective Healing, Spirituality, and Resilience

Convene learning communities to strengthen relationships, share knowledge, and accelerate emerging practices in services and social change.

Challenge institutions and systems through authentic conversations, calling-in, interruption with compassion, and policy change.

Create New Social Norms to Interrupt the Root Causes of Violence – Transformative Cultural Strategies

Promote social norms that interrupt the root causes of gender violence fueled by multiple systemic oppressions.

Move with multiple, coordinated strategies based on community needs, best and emerging practices, research, and an evaluative mindset.

Mobilizing Across Movements

Hold broad awareness of the socio-economic and political horizon and our interdependence in order to envision and reimagine what is possible.

Create conditions necessary for individuals impacted by violence to have agency and be leaders in the movement.

Organize around common goals and build networks with allied social justice movements.

Across the Organization – Primary Responsibilities

- Bold alignment with and operationalization of the Idaho Coalition Theory of Transformative Social Change.
- Commitment to examining personal privilege, power, and connection to oppression in service of accountability to communities most impacted by violence.
- Commitment to building authentic relationships with staff, members, partners, and communities.
- Support engaged, sustained cross-sector collaboration and network building.

Across the Organization – Core Competencies

- Strong organizational skills, time management, and ability to triage priorities.
- Flexibility, adaptability, and critical thinking to improve systems and processes.
- Ability to work independently while contributing meaningfully to a collaborative team.
- Capacity to manage multiple workstreams with attention to detail, clarity, and care.
- Comfort navigating ambiguity, change, and evolving organizational needs.

Social Change Administrative Associate Duties and Responsibilities

Administrative Support to Leadership (Approx. 40-50%)

- Provide administrative, calendaring, scheduling, and communications support to the Collective Stewardship (Co-Executive Directors) and collective staff as needed.
- Support Board operations, including preparation of agendas, materials, minutes, and logistics for Board and committee meetings.

- Assist with coordination of leadership-level meetings, retreats, and planning sessions.
- Track follow-ups, decisions, and administrative commitments to support continuity during transitions.

Organizational & Operations Support (Approx. 50-60%)

- Serve as a central administrative point for the day-to-day operations of the organization.
- Maintain shared systems including documents, calendars, drives, and internal workflows so work stays organized and accessible.
- Coordinate vendor relationships, contracts, renewals, and cancellations in alignment with organizational needs and budget guidance.
- Support finance coordination by organizing invoices, purchases, reimbursements, and routing materials to finance partners.
- Support grant administration by organizing documentation, assisting with reporting, and tracking compliance-related needs as assigned.
- Support staff onboarding and offboarding, including systems access, documentation, and coordination with finance and contractors.
- Coordinate logistics for virtual and in-person meetings, trainings, convenings, and events.
- Manage organizational subscriptions, software tools, and shared systems in collaboration with leadership.
- Serve as a point of contact for IT coordination, basic troubleshooting, and external tech support vendors.
- Support internal communications, mailings, and correspondence with members and partners.
- Coordinate and maintain organizational and program membership systems, including records, communications, and renewals.
- Support donor administration and acknowledgments with basic tracking in coordination with leadership.
- Coordinate ordering, inventory, and distribution of organizational materials and supplies.
- Help maintain administrative continuity during staffing transitions and periods of organizational change.

Position Details: This position is full-time, non-exempt, and reports to the Collective Stewardship (Co-Executive Directors)

Qualifications

- 5+ years of administrative, operations, or equivalent experience preferred.
- Strong organizational and time management skills; ability to manage competing priorities.
- Excellent written and verbal communication skills; ability to handle confidential information professionally and discreetly.
- High level of comfort with digital tools, remote work systems, and virtual collaboration platforms.
- Ability to work independently and collaboratively in a values-driven, justice-oriented organization.
- Sensitivity to the needs of diverse communities and commitment to collective care and accountability.
- Working knowledge of gender-based violence movement work and nonprofit systems preferred.
- Attention to grant requirements, documentation, and compliance details.
- Fluency in Spanish, ASL, or other languages relevant to Idaho communities preferred.

Compensation & Benefits

Benefits Summary: The Idaho Coalition offers a 32-hour full-time work week and a benefits package that supports sustainability and accountability. Benefits include health, dental, and vision insurance beginning on the first day of employment; employer retirement contributions after three months; paid time off and sick leave per personnel policies; 17 observed holidays annually; and monthly wellness and communications stipends. All benefits are governed by current personnel policies and require shared responsibility, clear communication, and adherence to organizational guidelines.

Salary: \$72,000 base (32-hour work week) salary up to \$82,150 determined by lived experience, responsibilities, and the Idaho Coalition Compensation Determinant and Scale. The Idaho Coalition is committed to salary transparency as part of our commitment to equity. All staff salaries are known internally, and a salary transparency agreement is required upon hire.

How to Apply: Please submit your resume and cover letter to tai@engagingvoices.org and cc info@engagingvoices.org. Use *Social Change Administrative Associate Application* as your subject line. Applications are reviewed on a rolling basis. Position is open until filled.