

Americans for Financial Reform (AFR) is seeking an Administrative Manager.

AFR is a coalition of more than 250 consumer, labor, civil rights, senior, community, business, academic, and other groups working together to hold Wall Street accountable and to reform of our financial system so that it serves our families and our communities. AFR played a leading role in strengthening and winning passage of the Dodd Frank bill, and is now focused on tough and effective implementation to fulfill the promise of that legislation, and on continuing efforts to transform our financial system.

The Administrative Manager will coordinate the day to day operations of AFR, track its activities and budget, maintain and strengthening the infrastructure that allows coalition partners to work together; facilitate planning and communication between partners; and support the work of the AFR Director and other staff members. Candidates should have excellent oral and written communication skills, be highly organized and attentive to detail, good at multi tasking, and enjoy working in a diverse and fast paced environment. Experience managing complicated administrative tasks preferred. The position will be supervised by the Director.

Job Responsibilities include:

- Managing and maintaining systems to communicate with AFR members, task forces, and decision making groups
- Maintaining organizational schedule and keeping partners informed of meetings, calls, and plans
- Helping to organize and providing administrative support for meetings and events
- Tracking budgets, reimbursements, contracts with subcontractors, time sheets
- Collecting and sharing policy and advocacy and planning materials developed by AFR and AFR partners
- Tracking and sharing information on key partner activities
- Responding to general inquiries about AFR
- Supervising interns
- Providing additional support as needed to AFR Director and staff

Salary: Salary commensurate with experience

AFR is an equal opportunity employer and encourages applicants from diverse backgrounds.

To Apply: Please send a letter of interest, with a resume, writing sample and three references to Wendi Wallace: Wendi@ourfinancialsecurity.org. We welcome a notice of your interest while you are preparing the material.