



COLLABORATIVE RESOLUTIONS GROUP

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P.O. Box 931, Greenfield MA 01302

NOW HIRING

Job title: Program Assistant

Classification: short-term temporary, part-time (20-30 hrs/week) for up to 12 months, non-exempt

Location: remote

Hourly pay: \$22-\$24/hour

Start date: Immediate

SUMMARY

Collaborative Resolutions Group (CRG) is an independent tax-exempt non-profit organization, whose mission is to increase individuals' and organizations' capacity to communicate effectively, manage differences, resolve conflict, and work collaboratively. We offer customized mediation, training, facilitation, restorative practices processes, and conflict coaching services in online, phone, and (when possible) in-person settings. CRG is led by a diverse Board, Co-Executive Directors and three other staff members; we depend on a roster of consultant and volunteer mediators, trainers, and other providers to serve local communities in ways that work for them. We believe in basing our work on community needs, training and serving community members, and adapting what we do to fit various community cultural contexts. We are committed internally, and in our external work with community members, to developing equity, empowerment, and collaboration in sustainable ways.

This temporary remote position offers an exciting opportunity to perform a variety of duties in several non-profit areas – administration, finance, and grants. This is an opportunity for someone with non-profit experience and the ability to work independently with moderate supervision and lovely staff collaboration.

ESSENTIAL FUNCTIONS

Administration/Finance

- Receive mail, distribute mail as necessary, scan checks, make deposits, and provide scanned copies to bookkeeper.
- With the help of staff – track what is owed and paid to consultants. Troubleshoot calls about accounts receivable with the Bookkeeper.
- Initiate bill paying every 2 weeks, collaborating with the bookkeeper.
- Payroll is automated. Only interact with the payroll service when a change is needed. With help of Co-Director, ensure funds are in payroll account, transfer funds as needed.
- Attend weekly staff meetings.

Grants

- Keep track of and document grants received – including deadlines of reports, prompting specific staff for information needed, and responding to funder's requests.

IT

- Liase with the IT management services as needed.

Onboarding/Outboarding Staff

- Help with the onboarding of staff, in collaboration with the Co-Executive Director, in terms of creating new user accounts, managing passwords as an organization.

QUALIFICATIONS

- Minimum 3 years working in non-profit organization
- Tracking of grant funds and managing the various deadlines
- Some financial experience – monitoring accounts payable, troubleshooting issues with the bookkeeper
- Experience and comfort with modern technology - proficiency with online virtual platforms, cloud-based software, tracking and organizational tools
- Excellent interpersonal skills, ability to work well with diverse team members
- Excellent organizational skills: ability to determine priorities and work on a timeline, track and complete tasks, and provide follow-up and reports
- Ability to work independently using sound judgment
- Working knowledge of QuickBooks is highly desirable
- Ability to work remotely (CRG currently has no physical office space)
- An appreciation for mediation, conflict resolution, and restorative practices

ADDITIONAL ELIGIBILITY REQUIREMENTS

- Must successfully pass a background check

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Frequent computer work, typing, talking on the phone.
- Remote work requires a quiet and organized workspace with access to high-speed internet service.
- Organization will provide PC laptop and iPhone for work purposes.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

BENEFITS

Due to the temporary nature of this position, benefits are not included except for the statutory benefits such as workers compensation and sick time.

HOW TO APPLY:

Please send a resume and cover letter addressing your interest in CRG and this position to [hiring@crg-collab.org](mailto: hiring@crg-collab.org), addressed to CRG Hiring Team. Submit by August 17, 2022.

CONTEXT

As the organization restructures – modifies job descriptions and the organizational chart -- this position may morph and develop into a permanent position at which time the temporary person will be encouraged to apply to the new permanent position if they choose – job description, title, and hours subject to change.

AA/EOE/ADA: Collaborative Resolutions Groups is an equal opportunity employer and values diversity.