



**International Corporate Accountability Roundtable
A Project of Tides Center**

Job Title: Administrative Coordinator
Reports to: Deputy Director, Admin and Operations
FLSA Status: Exempt

Organization Overview

The International Corporate Accountability Roundtable (ICAR) is a civil society organization based in Washington, D.C. committed to ending corporate abuse of people and the planet. As a coalition of 40+ member and partner organizations, ICAR advocates for real protections and strong enforcement of the law to protect the public by enacting reasonable safeguards against corporate abuse, protecting those who speak out against corporate wrongdoing, and combating the rise of the corporate state. ICAR challenges governments to engage and lead in the international arena, set conditions in the market, and ensure legal accountability and access to remedy.

ICAR, a project of the Tides Center, is committed to building a team and a culture centered around diversity, equity, and inclusion.

About the role

ICAR seeks a detail-oriented, self-starter to support our Washington, D.C. office and operations team. The applicant should be a good problem solver, have a collaborative working style, excel at organization and management tasks, and communicate well with an internationally oriented staff and membership. The position requires some familiarity and / or an interest in the field of business and human rights. The Administrative Coordinator is responsible for assisting in the management of the organization's day-to-day operations, financials, grants management, and general support around ICAR initiatives toward more robust frameworks for corporate accountability. The Administrative Coordinator reports to and collaborates with the Deputy Director, Admin and Operations.

Location: The ICAR office is located in Washington, D.C. The Administrative Coordinator may choose to work remotely, however, this person must be willing to come to the office for limited, in-person work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Admin and Operations

- Coordinates and oversees the day-to-day management of office supplies, equipment, and facilities for the organization as appropriate, including maintenance, inventory management, logistics, safety/security, and related activities
- Provides general office organization and operations support
- Organizes, and schedules external meetings for senior staff
- Creates and organizes comprehensive, accurate, and up-to-date files, records, and systems, completes basic bookkeeping, invoice and reimbursement processing, and tracking
- Leads on all contracts and payments to vendors
- Assists the Deputy Director in hiring, performance evaluations, training, work allocation, and problem resolution.
- Supports the Deputy Director, Admin and Operations in leading and enhancing professional growth and organizational development for all ICAR staff through research and implementation
- Provides administrative support for senior staff, including Google calendar management, making travel arrangements, and handling administrative problems and inquiries as appropriate
- Ensures operation of office tech equipment and calls for repairs when needed
- Assists in drafting ICAR policies that are in compliance with Tides' policies
- Assists with website updates as well as creating, editing, and distributing a variety of documents and presentations for internal and external use
- Other duties as assigned

Grant Management

- Assists the Deputy Director in managing grant deadlines and compiling appropriate materials

Event Management

- Leads the planning and organization of the ICAR Annual Meeting
- Coordinates and plans other organizational events, including ICAR staff retreats and board meetings

Financial Management

- Updates accounting systems and financial trackers on a monthly basis

Project Support / Advocacy Team Support

- Provides administrative support to the Advocacy team by organizing travel arrangements, visa applications, etc, and supports projects
- Maintains partnerships with external partners
- Provides limited scheduling support, for 3+ team members
- Manages the ICAR listservs on Google Group and posts email updates as assigned
- Other duties as assigned

EDUCATION AND EXPERIENCE

- High school diploma and 2-3 years of relevant job-related experience required
- At least 2 to 4 years of overall professional office experience required
- Experience with bookkeeping and financial management preferred
- Experience with troubleshooting technical issues preferred
- Superb communication and relationship-building skills
- Experience working in a multicultural setting

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional organizational skills; Must be detail-oriented
- A portfolio demonstrating the ability to work effectively, concisely, and clearly
- Enthusiasm for the organization's mission and campaigns, as well as a passion for building the organization
- Ability to juggle multiple tasks and consistently meet deadlines
- Confidence and the ability to act proactively, think quickly, and work independently
- Broad knowledge about human rights and corporate accountability
- Excellent interpersonal and leadership skills

ORGANIZATIONAL RELATIONSHIPS:

- Daily interactions with co-workers
- Interactions with ICAR members, partners, and networks
- Interactions with funders

WORK ENVIRONMENT:

- Fun and collaborative work environment
- Multicultural work environment
- Work from shared office space; This position may choose to work remotely, with limited in-person work
- Computer provided

Compensation:

This is a full-time position. The salary for this position will be between \$50,000 - \$55,000 and depend upon the applicant's experience. Benefits for this position include Health, Vision, Dental Coverage; Short Term / Long Term Disability Coverage; 403 (b) Safe Harbor Matching; 15 Vacation Days (20 days after first year of employment); 10 Paid Holidays; Paid Closure December 24 – January 1.

How to Apply

Please submit electronically, in English, a single PDF document that includes a cover letter, resume, and two references with the subject line “**Administrative Coordinator – Application**” to apply@icar.ngo.

Other Special Considerations

The Administrative Coordinator role is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule. Must be legally able to work in the United States.

ICAR, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.