

PLEASE POST

**CALIFORNIA REINVESTMENT COALITION
JOB ANNOUNCEMENT**

Office and Marketing Manager

Organization: The California Reinvestment Coalition (CRC) is a statewide organization with 300 nonprofit organization members whose goal is to expand access to fair financial products, and fight predatory lending. *CRC is a small, dynamic organization offering opportunities to grow professionally, and your position is integral and important.*

Responsibilities:

- \$ Maintain office organization, files, and supplies;
- \$ Coordinate annual fund-raising events;
- \$ Manage and social network with web site;
- \$ Marketing to coalition members and potential allies;
- \$ Coordinate and produce monthly E newsletter;
- \$ Assist with check writing and bookkeeping;
- \$ Facilitate weekly staff meetings;
- \$ Maintain databases of member organizations and corporate contacts.

Qualifications:

- \$ Two years experience in office management or marketing;
- \$ Event planning and desktop publishing experience helpful;
- \$ Minimum of Associates of Arts degree;
- \$ Demonstrated capacity to staff multiple projects;
- \$ Excellent communication, organizational and computer skills;
- \$ Competency with word processing, spreadsheet and database programs; and
- \$ An interest in affordable housing, economic development, and low-income consumer issues.

Salary: Depending on experience. Excellent benefits.

People of color and women encouraged to apply.

For More Information: see CRC web site at www.calreinvest.org.

To Apply: Send résumé to: Search Committee
California Reinvestment Coalition
474 Valencia Street, Suite 230
San Francisco, California 94103
Tel: (415) 864-3980; Fax: (415) 864-3981
crc@calreinvest.org

Closing Date: August 2, 2013.

The California Reinvestment Coalition is an Equal Opportunity Employer.