

## Job Posting

### Title: Operations and Programs Coordinator

The Philadelphia Bar Foundation is actively recruiting candidates for a full-time, non-exempt Operations and Programs Coordinator. This role is ideal for an individual who is self-motivated, highly organized, enjoys numbers, data and report generation, and process improvement.

### What will you do?

The Operations & Program Coordinator supports the Director of Operations and the staff of the Philadelphia Bar Foundation in their work to advance the mission and strategic goals of the Foundation and its EJC affiliate, PBF Holdings, Inc., by advancing operational efficiency and improving data management. The Coordinator serves a key role in entering, organizing, and funneling information, providing grant administration and reporting, data entry, systems oversight as well as stakeholder- and donor- management.

### What can you bring to PBF?

Experience and proficiency with QuickBooks (or other similar bookkeeping software) for processing invoices, accounts payable, and accounts receivable. Working knowledge of Salesforce (or similar fundraising/CRM software) with an understanding of full cycle donor relations and engagement. Proficiency in computer programs including MS Word, Excel, and PowerPoint with ability to multi-task and meet strict deadlines. High school diploma or equivalent and at least 2 years of relevant experience - are required.

**Diversity Statement:** At the Philadelphia Bar Foundation we believe that individually we make a statement, but collectively we make an impact. Diversity and inclusion powers that impact. We strive to create a sense of belonging by embracing our differences. We are an organization where everyone is valued, heard, and appreciated. The Philadelphia Bar Foundation encourages applicants from historically marginalized populations to consider our team as your next opportunity for change. We are committed to equal opportunity in all aspects of employment regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital or family status, disability,

gender identity or gender expression, veteran or military status or any other characteristic protected by applicable law.

**About the Philadelphia Bar Foundation:** Philadelphia's philanthropic hub for legal aid, engaging the legal community and embodying its commitment to access to justice for all. Through programs, grants, and partnerships, the Philadelphia Bar Foundation removes barriers to justice, engages the community in support of civil legal aid, and builds system-wide capacity to strengthen the provision of quality legal services and to ensure that all individuals understand their rights to equal justice under law.

**Salary:** \$21 - \$25 per hour

**Benefits:** Employer-paid healthcare, employer-funded pension plan, 13 paid holidays, and 2 weeks of vacation.

**To apply:** Email a resume and cover letter to [rsoley@exudehc.com](mailto:rsoley@exudehc.com).

For more information about our organization, please visit our websites:

[The Philadelphia Bar Foundation](#)

[The Equal Justice Center](#)