

The Laundromat Project is seeking an Office Administrator!

Who we Are

Locally relevant and nationally recognized, [The Laundromat Project](https://laundromatproject.org) (The LP) advances artists and neighbors as change agents in their own communities. We envision a world in which artists and neighbors in communities of color work together to unleash the power of creativity to transform their lives and surroundings. We make sustained investments in a community of multiracial, multigenerational, and multidisciplinary artists and neighbors committed to societal change by supporting their artmaking, community building, and leadership development.

Since 2005, we have directly invested over \$1M in 250+ multiracial, multigenerational, and multidisciplinary artists and 93 innovative community art projects, while engaging over 50,000 New Yorkers. This is an especially exciting time to join our team as we make our new home into a creative community hub on Fulton Street in the heart of Bed-Stuy, Brooklyn.

The LP values and centers the voices, cultures, imaginations, knowledge, and leadership of people of color in all of our work and operations. To learn more about The LP, please visit: laundromatproject.org.

Your Role

The Office Administrator will support the organization's mission and goals in this vital role which aligns the internal work of administration, technology, and facilities functions with our organizational values. The ideal candidate will understand how the administrative responsibilities required of this position are critical tools for community-led transformation.

This role collaborates with staff across the organization to support The LP's ability to be consistently fully operational for staff and community, both on-site and virtually.

What you will lead

Office Maintenance

- **Perform general administrative office duties.** You will manage The LP's main phone line & voicemail, and sort & distribute incoming mail and packages.
- **Maintain organization of on-site storage and supplies.** You will manage inventory, materials donations, and supply stocking/restocking.
- **Act as the main point of contact for in-house space use requests.** You will arrange the set-up for space rentals including any facilities and technology needs associated with them.
- **Manage relationships with facilities contractors.** You will schedule and coordinate with a range of facilities vendors including HVAC, security, cleaning, landscaping, and pest control.

Technology & Systems

- **Oversee digital storage systems.** You will organize our Google Drive shared folders and work with departments to clean them up annually.
- **Coordinate maintenance of all technical equipment.** You will troubleshoot and bring in for repairs when needed all staff laptops, chargers, speakers, cameras, and other audio/visual equipment.
- **Coordinate administration of organizational systems and integrations.** You will execute administrative tasks associated with the upkeep and maintenance of our digital systems including Google Workspace, Slack, Asana, and Jotform.

Finance Administration

- **Support with finance tasks.** You will track weekly invoices and maintain our expense management platform.
- **Act as liaison between staff and vendors.** You will be the go between in following up on outstanding requests and moving tasks along between our budget and bookkeeping cooperative, ArtsPool, and the rest of staff.
- **Maintain our policies and procedures manual.** You will work with each department to keep their manuals updated annually.

What you will support

- **Onboarding new employees and contractors.** You will train new staff on our systems and procedures and complete other onboarding administrative tasks.
- **General staff administration.** You will post new jobs and a variety of other administrative initiatives.
- **Team-building and collaborative organizational initiatives.** You will participate in a variety of organizational-wide projects including Annual Planning, staff retreats, and professional learnings.

How you work

- **You are goals and results-oriented.** You make things happen. You are able to stay focused on and successfully achieve milestones. You are proactive in adjusting based on learnings in order to stay on track.
- **You take initiative.** You proactively identify gaps and develop solutions. You are comfortable figuring things out and being resourceful to meet your goals.
- **You're a team player.** You enjoy and are highly skilled at collaborating within and across teams.
- **You are passionate about making a difference** and supporting communities of color, and see art-making as a powerful tool for transformation and advocacy.
- **You are future oriented.** You are a creative thinker and problem solver.

Areas where you shine

- **You are an organized project manager.** You are able to successfully manage multiple projects, partners, and milestones, and keep internal teams on track towards project goals and deliverables.
- **You are a great communicator.** People enjoy engaging with you and you enjoy engaging with people. You can communicate complex concepts simply to diverse audiences via written materials, email, phone, and presentations, both in person and virtually.
- **You're experienced and comfortable working with a variety of stakeholders.** You understand how to tailor your communication and approach based upon the audience and their specific needs.
- **You enjoy learning.** You want to dive in and really understand how your role facilitates transformative change making and community building through an intersectional and socially engaged lens.
- **You LOVE details.** You have a keen sense of organization and order.
- **You thrive in dynamic, evolving environments.** You're excited to work with a small, agile, and fast-moving team. You are flexible and nimble, able to operate successfully in a growth environment, and are comfortable with change, evolution, and transformation.

Requirements & Preferences

- 1-2 years of experience in roles equivalent to office administration or operations
- Experience working within a nonprofit organization
- Knowledge of basic bookkeeping practices preferred
- Deep commitment to social justice, equity, and values-based work
- Experience and familiarity with online systems and databases. Previous experience with Google Workspace, Slack, Asana, Salesforce, and Jotform a plus
- Located in or near Central Brooklyn preferred
- Bi/multilingual a plus

Working Conditions

- Significant computer work, which may require repetitive motion, prolonged periods of sitting, and sustained visual and/or mental applications.
- Light physical labor and space set-up, including moving boxes, equipment, chairs, and other inventory and supplies as needed.
- Regular movement and local travel for off-site meetings and programs, as well as community walks and meetings.
- Accessibility needs are accommodated as much as possible and requests are encouraged.

Compensation

The annual salary for this role is \$65,000.

We offer comprehensive benefits including health, dental, and vision insurance; a 401(k) retirement savings plan with a guaranteed 4% employer contribution; a Wellness Fund for personal development and self-care; funds for professional memberships, and professional development opportunities. Time off includes vacation, holidays, personal time, and a collective week off during the Summer and at year-end.

Organizational Culture

The LP strives to be a positive, fulfilling, and healthy place to work by providing professional development opportunities, generous benefits, and a flexible work schedule that allows staff to have greater wellbeing both in and outside of work. We are a POC-centered learning organization committed to working together as a staff to further our collective understanding around the many intersecting cultures, histories, and experiences that inform our work.

Location

1476 Fulton Street, Brooklyn, NY. Work time includes both regularly scheduled in-office hours 3 days a week and remote hours 2 days a week, with additional in-person requirements as needed.

Details

- Anticipated start date: April 2025
- Reports to: Director of Finance & Operations
- Position type: Full Time
- Geographic Reach: Citywide, with a particular focus on Bed-Stuy & Central Brooklyn

To apply

- Deadline: February 21, 2025
- Apply here: https://form.jotform.com/laundromat_proj/apply-office-administrator
- Format: application should be submitted as a single pdf and include:
 - Cover letter outlining how your skills and experience meet the position qualifications
 - Resume outlining your relevant professional experience.

Please Note: Newly hired employees are required to be fully vaccinated for COVID-19 and must provide proof of vaccination upon request by the organization. Requests for potential accommodation shall be considered in accordance with applicable law if and at such time as a conditional offer of employment is extended to a candidate. Applicants should not provide any medical or genetic information with their application.

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We cannot respond to all inquiries—only candidates for consideration will be contacted. We will not accept reference letters or phone calls.

The Laundromat Project is an equal opportunity employer. People of color, women, immigrants, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.