



The Work of the Common Change Administrative Superhero
Profile: Operational Hands-and-Feet

THE DREAM (Mission)

Common Change is committed to empowering individuals to pool resources with people they know, to share with people they love and care about. We are committed to demonstrating that we live in an economy of abundance and to eliminating personal economic isolation.

YOUR ROLE

We're looking for an individual with a knack for creating an environment that is healthy, ordered and logical. If you're local to the Bay Area, have sweet admin skills, and are interested in helping to bring more order and structure in our day-to-day operations, then we could use your help.

1. Operational hands-and-feet
 - a. Occasional face-to-face meeting with Director to pick up items that are not getting enough attention
 - b. Mail pick-up and drop-off
 - c. Mobile check deposits
 - d. Filing and scanning documents
 - e. Donor thank you notes
 - f. Printing checks
 - g. Editing recipient gift letters
 - h. Mailing gift letters and checks to recipients
2. User support
 - a. Assist with IM Chat support (mobile) in the afternoons
 - b. Engage with new or lapsed members via telephone/email

PERSONAL LIFE PROFILE and SKILLS

Has a high standard of integrity

Is detail-oriented

Is courteous, calm and factual

Communicates clearly in written and verbal forms

Able to work independently towards the accomplishment of goals

Able to work collaboratively with other Common Change staff and volunteers, even "at distance" or virtually

Able to manage expectations and communicate clearly when hard-pressed or if deadlines are not reasonably achievable.

COMMITMENT

Be in a position to serve 5-7 hours a week,

Participate in regular email and/or telephonic communication with Director and/or Operations Coordinator

REGULAR RHYTHMS & TEAM PARTICIPATION

As a Common Change key volunteer you are invited to participate in the regular rhythms of the organization. You are invited to contribute to the development of process, projects and product; to think creatively with us about how to continue to grow and develop; and to continue writing and telling the story with us. As a Common Change team member you'll join others who are imagining and actively working to realize an alternative economic reality. We have a deep desire to see personal economic isolation eliminated, to connect people to each other, to make relational generosity a lifestyle, and to close the gap between the rich and the poor. This is more than charity, benevolence or philanthropy; this is a call to friendship.