



Interfaith Council for Peace & Justice

1414 Hill St., Ann Arbor, MI 48104 ~ www.icpj.org ~ (734) 663-1870 ~ info@icpj.org

Administrative and Communications Support Position Description- 2026

Temporary and Part-Time

Hours: 20-25 hr/week from March 2026 - December 2026

Compensation: \$25/hr

Background

Interfaith Council for Peace and Justice (ICPJ) is in a time of transition. We are shifting from a single organization into a network formation that will use Sociocracy as our governing model. We hope this position becomes permanent, possibly with an opportunity to become full-time. In the meantime, we need support with important organizational tasks that will set us up for success.

Job Summary

The Administrative and Communications Support position will play a central role in updating and maintaining our volunteer and donor databases, programming calendar, and resources for volunteers. This role will also support our communications and office needs.

Essential Functions

1. Work with Salesforce and Givebutter to update and maintain our Customer Relationship Management (CRM) systems for operational efficiency
2. Support our volunteers with onboarding, tools for participation, check-ins, and assessment
3. Work with a website designer to update our site and build our social media presence
4. Support organizational tracking and outreach efforts
5. Manage our programming calendar and event logistics
6. Support office space maintenance and organizing

Skills and Qualifications

1. At least 2 years of experience leading administrative projects/work
2. Strong organizational skills and ability to independently manage assigned tasks, projects, and multiple streams of work
3. Project management experience
4. Excellent verbal and written communication between multiple, diverse parties with grace and respect, to make progress under sometimes tight project timelines
5. Find joy in working with an intergenerational population that has diverse needs
6. Proficient knowledge of online systems including social media platforms and Google suite



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Desired:

- Experience working with Black, Indigenous, and people of the global majority for systems change
- Understanding of local organizing environment and other local grassroots efforts
- Experience with and commitment to transformative justice and restorative practices

Accessibility:

Applicants must live in Southeast Michigan, with the ability to work in Washtenaw County. The position requires multiple hours on the computer utilizing multiple digital platforms. ICPJ is currently operating in a hybrid in-person and remote style. The position may require some evenings and weekends, with irregular hours, and some travel within the county. This position does not require heavy lifting.

To apply: Please send resume, cover letter, availability for interviews the week of March 16th, and two references to desirae@icpj.org with ICPJ Admin/Comm Support in the subject line **by 5pm on March 15.**

We are committed to diversity and inclusion in the selection process.

This position is available to all, and we treat all persons equally without bias based on race, religion, creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by federal, state, or local law.