



Administration & Operations Coordinator

Gender Equity Policy Institute

Location: Hybrid, Los Angeles, CA

15 hours/week - Non-Exempt

Posted: November 17, 2025

Position Overview

Gender Equity Policy Institute (GEPI) has an opening for a part-time Administration & Operations Coordinator. The successful candidate will provide administrative and operations assistance to the Chief Executive Officer and Chief Operating Officer in support of critical organizational systems and infrastructure. This position offers an opportunity to build operations, administration, and technology skills, while also contributing to programmatic work.

The Administration & Operations Coordinator role is an excellent opportunity to contribute to a dynamic and growing equity-focused organization while gaining hands-on experience across multiple operational functions. This role is ideal for a detail-oriented professional who excels at balancing diverse responsibilities and is passionate about using operational excellence to advance social impact.

About GEPI

Gender Equity Policy Institute (GEPI) is a 501(c)3 nonprofit organization dedicated to accelerating women's equality in the United States through data-driven research, strategic advocacy, and policy development. Our mission is to rebalance systems, guarantee equitable opportunity, and secure a just, healthy, and sustainable future for all people.

Founded in 2021, GEPI is the first U.S. nonprofit focused on integrating a gender equality perspective across all issues, a successful global strategy to close gender gaps and advance opportunity and well-being for women and all people disadvantaged on the basis of gender. We specialize in conducting intersectional gender analysis and working with policymakers and advocates to develop cutting-edge gender inclusive policy across a wide range of issues.

Essential Duties and Responsibilities | Where You'll Make the Most Impact

Administration:

- Develop and maintain filing systems
- Proactively identify opportunities to improve task and project management and workflow
- Provide logistical and administrative support for internal and external meetings and events

- Prepare and generate briefing materials, relevant documents, and background information for internal and external meetings and presentations
- Maintain organizational and external calendars
- Assist with calendar scheduling and occasional reservations in support of the CEO
- Maintain, procure, and administer software platforms used by operations, development, and management teams
- Provide administrative support for program activities as needed

Development and Data Management:

- Support the development team through preparation and submission of fundraising proposals
- Upload, update, and regularly maintain constituent and donor information in CRM platform
- Pull reports and prepare materials for development team
- Set up and maintain subscriber and donor journey automations in CRM

Communications:

- Post communications via Mailchimp, maintain subscriber data, and conduct periodic reporting on subscriber metrics
- Maintain and update website and outreach materials about the Institute
- Conduct technical set-up and provide facilitation support for webinars and group meetings

Qualifications | What You'll Need to be Successful

- Strong aptitude with Microsoft 365, including demonstrated proficiency in Microsoft Office programs, including Excel, Word, Outlook, and PowerPoint
- Experience maintaining CRM and donor database systems
- Proficiency with email marketing platforms, including knowledge of best practices and understanding of metrics
- Experience with webinar platforms (Zoom, Teams, etc.)
- Experience with website content management systems preferred
- Knowledge of fundraising best practices preferred
- Great organizational and administrative skills, including ability to set priorities and organize time effectively
- Self-disciplined to proactively identify and resolve issues, anticipate needs and meet deadlines
- Excellent attention to detail
- Discretion around sensitive information
- Commitment to Gender Equity Policy Institute's mission
- Must have legal ability to work in US without sponsorship or assistance from the Institute

Education and Prior Work Experience

The minimum requirements are 1) a Bachelor's degree and 2) 1-3 years of work experience in operations, communications, administration, or a related field. GEPI also encourages applications from experienced administration and operations professionals seeking part-time employment or returning to the workforce.

Location

The position requires in-person work 1 day a week in GEPI's workspace at the Los Angeles Cleantech Incubator in the Arts District of Los Angeles, CA. The remaining time at work may be taken in office or remotely.

Salary and Benefits

The pay rate will be commensurate with the skills and experience of the successful candidate. This is a non-exempt position requiring a minimum of 15 hours/week with a compensation rate of \$32-35/hour. Sick pay is provided at a prorate in accordance with CA state law.

To Apply

Please send a brief cover letter highlighting your relevant experience and skills and explaining your interest in working at GEPI, along with your resume to careers@thegepi.org with **Administration & Operations Coordinator Application** in the subject line. Applications are accepted only via email and those without a cover letter will not be considered.

Gender Equity Policy Institute is an equal opportunity, fair chance, affirmative action employer committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior history of arrest or conviction, caregiver status, or other categories protected by law.