



Job Title: Administrative Coordinator (Part-Time Contractor)

Reports To: Executive Director, Growth Partners Arizona (on behalf of the AZ CDFI Network)

Location: Remote (Arizona-based candidates preferred)

Status: Independent Contractor (Part-Time, 10–15 hours/week)

Contract Term: 12 months (November 2025 – October 2026)

Compensation: \$25-\$30/hour, commensurate with experience

Position Overview:

The Arizona CDFI Network seeks a detail-oriented and proactive Administrative Coordinator to support implementation of its 18-month strategic plan and the execution of a statewide CDFI Capital Landscape Analysis. The ideal candidate is a strong communicator, highly organized, and comfortable working with diverse stakeholders in a mission-driven environment. This role is ideal for a professional with administrative, project coordination, or nonprofit operations experience who is passionate about equitable community development and financial justice.

Key Responsibilities:

- Provide administrative support to the AZ CDFI Network Steering Committee, including scheduling, agenda preparation, travel arrangements, note-taking, and follow-up.
- Assist in coordinating stakeholder engagement activities for the statewide CDFI Capital Analysis, including organizing interviews, surveys, and data collection logistics.
- Support project tracking, timelines, and deliverables related to the strategic plan and Capital Landscape Analysis.
- Maintain documentation, invoices, shared files, and project records using cloud-based platforms (e.g., Google Workspace, Dropbox).
- Liaise with Network members, consultants, and partners to ensure timely communication and alignment.
- Support the planning and logistics for two statewide capacity-building convenings, including event coordination, outreach, and materials preparation.
- Assist in developing and maintaining content for the Network's knowledge hub and digital tools.
- Provide light support in formatting and compiling draft materials for reports and presentations.

Qualifications:

- 2+ years of experience in nonprofit administration, project coordination, or operations support
- Strong written and verbal communication skills
- Excellent organizational and time management abilities
- Proficiency in Microsoft Office and Google Workspace; experience with collaborative tools like Zoom, Slack, or Airtable is a plus
- Ability to work independently, meet deadlines, and manage multiple priorities
- Commitment to equity, financial inclusion, and community development in Arizona

Preferred:

- Familiarity with CDFIs, economic development, or nonprofit finance
- Experience coordinating community-based research or stakeholder engagement
- Bilingual (English/Spanish) preferred but not required
- Content creation and social media experience

If you are an organized, mission-driven professional who thrives in collaborative environments and wants to play a hands-on role in shaping Arizona's community finance ecosystem, we encourage you to apply. This position offers the opportunity to work alongside CDFI leaders advancing access to capital and driving statewide economic impact.

Interested candidates should submit a resume and cover letter detailing their experience and motivation for joining this effort to **info@azcdfi.org** with the subject line *Administrative Coordinator – AZ CDFI Network*.

Applications will be reviewed on a rolling basis until the position is filled.