



CLOUT (Christian Lesbians Out Together) is a sisterhood of female-identified, same-gender loving mujeristas, womanists, and feminists from all Christian backgrounds. Anchored by the life and teachings of Jesus, we challenge abuses of power based on race, class, gender and age. Please visit www.cloutsisters.org to learn more.

CLOUT is currently seeking applications for the position of CLOUT Administrator. To Apply submit a cover letter, resume, and at least three references to search@cloutsisters.org before June 1, 2009. Position is expected to begin July 1, 2009. Women of color and trans-identified women are encouraged to apply.

CLOUT Administrator

The CLOUT Administrator will take on both clerical and project management roles, while serving as an administrative resource to the CLOUT council and other staff persons. The CLOUT Administrator must be good with details and also comfortable communicating with diverse people through email and telephone contacts.

The CLOUT Administrator will focus primarily on CLOUT internal operations, with a limited but important role in outside communications. The CLOUT Administrator will serve an ex officio role on the CLOUT council, contributing to conference call discussions, without being a member of the CLOUT council (i.e. no vote). The CLOUT Administrator will collaborate closely with and be supervised by the Moderator of the CLOUT council. Through the maintenance of routine correspondence, the CLOUT Administrator plays an important role in representing CLOUT to the world.

The position is a flexible, 20-25 hour per month position that requires weekly follow-through. The CLOUT Administrator will provide her own telephone, computer and internet connection. Compensation is approximately \$500 per month and the position is geographically flexible. Candidates are expected to embrace a commitment to the mission of CLOUT and should review the CLOUT "Statement of Commitment" found at http://www.cloutsisters.org/about_us/clout_herstory/statement_of_commitment/.

Job Duties would include:

- Maintain communication and follow up with council members as needed. (2-4 hrs)
- Take minutes of all conference calls and meetings, type and distribute promptly. (2 hrs)
- Tend to incoming mail and requests for material in a timely manner. (1-2 hrs)
- Check email regularly and respond appropriately. (1-4 hrs)
- Maintain and update CLOUT database. (½ to 1 hrs)
- Provide mailing labels as needed. (½ hrs)
- Coordinate the production and mailing of 2-4 newsletters per year, including hand mailing international and extra council newsletter mailings. (4+ hrs monthly, 10hrs quarterly)
- Solicit and request articles for newsletter and website in consultation with council. (2 hrs)
- Coordinate production and mailing of fund raising letters. (10 hrs per year)
- Send thank-you notes to donors. (½ hr)
- Communicate and verify inventory of office supplies as budget permits. (1hr quarterly)

Times are approximate and are calculated monthly unless otherwise stated.