



ADMINISTRATIVE ASSISTANT

a part-time, hourly job opportunity with The Wayfaring Band

ABOUT THE BAND

The Wayfaring Band is a 501(c)3 nonprofit organization founded in September of 2012. We are not a rock-and-roll band, but a band of travelers. We create road trips and other travel and leadership opportunities, serving adults who experience intellectual and developmental disabilities (I/DD) including Down syndrome, autism, cerebral palsy, fragile X, and other cognitive and developmental differences. On the road, these travelers are joined by an artist-in-residence and adults without disabilities who participate in a social leadership curriculum. Our mission is to foster inclusion, interdependence, and genuine connection between diverse communities by crafting original, transformative adventures for a neurodiverse band of travelers. Our dream is to model our vision of inclusivity everywhere we travel, fundamentally altering the way people experience difference. #EverybodyIn!

Most of our trips are one week long, and we run between seven and ten trips per year. When we're not on the road, we dream and scheme from our home office, located in the Converge Denver coworking space in the RiNo neighborhood of Denver. Executive Director and Co-founder Andrea Moore and Operations Roadie Kendall Hagar work together to plan our programs, enroll travelers, market our programs to new communities, plan and execute fundraising events, deepen our partnerships with other organizations in the disability community, improve our curriculum materials, and nurture the relationships we have built with our travelers. We're excited to grow our team with the addition of an administrative assistant!

ABOUT THE POSITION

As our organization has grown, so too has our need for administrative support. We are seeking an **administrative assistant** to support our operations in the office for approximately 20-25 hours per week. The assistant will work directly with our Operations Roadie to plan programs and will also assist the Executive Director with administrative tasks. Additional responsibilities will include event planning, soliciting donations from area businesses for silent auctions, and mission-based social activism in the areas of disability, equity, inclusion, accessibility, and diversity. This is an open-ended position with room for growth.

Candidates who are best suited for the position will be independent, organized, social, passionate about inclusion and social justice, and excellent communicators. We are looking for someone who enjoys the hustle of tackling projects and seeing them through to completion and who has a quick learning curve with online platforms like Google Docs, Google Spreadsheets, and other web-based software. During trip-planning and event-planning we make a lot of phone calls to businesses and third party vendors, so a warm and friendly phone persona is required.

Finally, because **celebrating diversity** is one of the keystones of our purpose, we strongly encourage people of color, women, LGBTQ people, immigrants, refugees, people with disabilities, and other candidates who identify with underrepresented groups to apply.

The Wayfaring Band, Inc. / 720.515.1596 / 3327 Brighton Blvd. / Denver, CO 80216
www.TheWayfaringBand.com / FB + IG: @thewayfaringband / Tw: @wayfaringband



In summation, we are looking for candidates who demonstrate:

- Excellent organizational skills
- Excellent interpersonal skills
- Excellent communication skills (written, verbal, and phone)
- Killer common sense
- Kindness, goodness, and hospitality
- Willingness to learn and grow
- Great retention of new information and skills
- A passion for inclusion and social justice
- Personal experience navigating difference and celebrating diversity

At The Wayfaring Band, we understand that we each have a different journey toward identifying and cultivating our special gifts. We value common sense and experience over degrees and accreditations. Tell us your story, demonstrate your accomplishments, and we'll give you a shot.

COMPENSATION + COMMITMENT

- This position pays **\$14-\$17 per hour** depending on the applicant's experience.
- This is a part-time position for **20-25 hours per week**. Actual hours and days are somewhat negotiable based on the applicant's availability and preferences. This position does not include health insurance or PTO benefits.
- The Administrative Assistant will work from The Wayfaring Band office, which is located in the Converge Denver coworking space in the RiNo neighborhood of Denver. Converge is a communal work environment with an open floor plan, and we share the space with other businesses.
- A large portion of the administrative duties are computer-based. While not required, it would be very helpful if the administrative assistant had their own laptop computer. If you do not have your own computer but you believe you are the right person for the job, you should *apply anyway*.

WHAT TO EXPECT

- You will meaningfully contribute to the successful growth and sustainability of a progressive, grassroots, nonprofit organization. We are working hard to make the world a more inclusive place, and you'll be instrumental in affecting our progress.
- Your job will look a little bit different every day, and you'll have a chance to hone a variety of skills. We consider it our responsibility to help equip you to move forward on your career path, and we will offer professional development opportunities so you can achieve the growth you seek.
- You will participate in an intentional work culture that celebrates diversity.
- You will work hard and stretch your capacity, but you will feel purposeful and proud, knowing that your efforts make a difference to real people in our local community. You will get to meet many of those people face to face!
- You will have fun! Our work culture is positive and person-centered. Even at our busiest, we always take time to laugh and maybe even stage an impromptu art project or harmless prank. :)
- Your coworkers will appreciate you with our words and our deeds, honor your time and contribution, and feed you often and well.

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OUR CORE VALUES + BEST PRACTICES

These values and practices are the cornerstone of our company culture.

- **Mutual Aid + Service:** We value **mutual aid**, and we practice that by being of **service** to others. Lending a hand to people in need empowers us to ask for help when we need it. A culture of mutual aid enables everyone to be a contributing and valued member of society. We all have special gifts, and we all have special needs, and when we successfully express both we feel appreciated. Though we are diverse of experience, we are similar of spirit and value each person's contribution. We're all in the band!
- **Inclusivity + Hospitality:** We value **inclusivity**, and we practice that by showing **hospitality** to others. Welcoming people with open arms and hearts creates a warm, inclusive space in which everyone can experience an authentic sense of belonging.
- **Agency + Reflection:** We value **agency**, and we practice that by encouraging **reflection**. We wish to empower each individual's capacity to act and make choices, encouraging independence and autonomy. In order to know if we are truly self-advocating to the best of our ability, it is important to frequently reflect and take stock of our progress. Self-awareness helps us face our perceived limitations and exceed our personal expectations, growing in our ability to self-advocate and provide self-care.
- **Love + Gratitude:** We value **love**, and we practice that by constantly expressing our **gratitude**. We believe that happiness is directly proportional to the amount of gratitude we carry in our hearts, and we are grateful to all the people, organizations, and opportunities that have conspired to support us on our individual journeys. A person's capacity to give and receive love is a powerful and precious gift, and we will cultivate an environment of positivity and confidence, where our love can grow and flourish.
- **Adventure + Risk-Taking:** We value **adventure**, and we practice that by encouraging **risk-taking**. When we risk getting out of our comfort zone, it is guaranteed to expose us to new activities, conversations, connections, and interactions with each other and the world. Our common passion for adventure aligns us, and we will nurture this spirit of exploration in our programming and in each other.

DISCLAIMER

This position does **not** include travel with The Wayfaring Band. We staff our trips with independent contractors and do not currently have a vacancy for those positions. The available position is based strictly out of our office in Denver.

APPLY

If you think you could be a fit for this position, please submit a **resume** and a **cover letter** introducing yourself to our team. In the body of your letter, please give concrete examples of how your work history and/or life experiences have equipped you to fulfill the requirements of this position. Also, tell us about your passion for inclusion, diversity, and social change. Please do not exceed two pages for your cover letter. Your resume may be 1-3 pages as needed.

Submit both your resume and cover letter as **two separate PDF documents** attached to **one email**. Label your documents with both your **first and last name**, and send the email to jobs@thewayfaringband.com.

We will offer phone interviews to the first round of appropriate candidates. We will then invite a small group of candidates to come to our office for in-person interviews. In the final stage of the hiring process, we may require additional tasks as



part of the application (like submitting a writing sample, making a short video, answering a questionnaire, etc). We promise we will keep our requests relevant and reasonable and respect each candidate's time.

The position will be open until filled, but priority will be given to materials received by **6pm MST on Monday, February 26th.**

We look forward to hearing from you!

Andrea Moore
Executive Director

Kendall Hagar
Operations Roadie

Non-Discrimination Policy: *The Wayfaring Band is an equal opportunity employer. We do not discriminate and will take affirmative action measures to ensure against discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or socioeconomic status in any of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We value inclusivity, and we therefore practice hospitality toward all members of our staff, clients, volunteers, subcontractors, vendors, and the global community at large. We welcome applicants from all backgrounds – particularly people of color, women, LGBTQ people, immigrants, refugees, people with disabilities, and people from low or moderate incomes.*