Job Announcement: Human Resources & Administrative Manager

East Bay Alliance for a Sustainable Economy (EBASE) has a 21 year track record of advancing economic, racial and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

EBASE seeks an experienced Human Resources and Administrative Manager to support a dynamic 8-15 person organization that works across the East Bay with offices in Oakland and Concord. This position will help to ensure the organization's sustainability and is primarily responsible for Human Resources. This position will also support the Associate Director and is a key position that covers bookkeeping and financial administration, day-to-day operations, and administrative systems. This exempt position reports to the Associate Director and will work with EBASE's entire staff team and bookkeeping team.

### Responsibilities:

Human Resources (30%): Working under the supervision of the Associate Director, the Human Resources and Administrative Manager will administer all benefits and payroll systems.

* Employee Benefits Access and Coordination: Support employees in accessing benefits, manage benefits administration, and coordinate external benefits tracking and implementation systems. This includes: provide support with health and retirement benefits administration and open enrollment to staff in accessing benefits. Manage employee paid time off tracking system. Design and provide training to learn new portals and systems for accessing benefits. Serve as organizational liaison with all benefit vendors.
* Provide support in a confidential capacity to management team members who make and implement labor relations policies.
* Inform bookkeeper of any addition or removal of employees, and report other changes to the contract bookkeeper. Assist bookkeeper in managing health, retirement, union dues and other benefits plans. Tracks all payroll activities and other compliance-related systems.
* Recruiting and on-boarding: Support recruitment for open staff positions. Coordinate onboarding and offboarding of staff to support access to benefits.
* Confidential Human Resource Administration: Manage confidential human resource systems and files, including financial records, personnel records, and vendor contracts and relationships. Support management team to develop and operationalize policies with regards to labor relations. Document decisions and procedures for implementing HR policies.

Bookkeeping & Financial Administration (30%): The Human Resources and Administrative Manager will support bookkeeping and financial administration under the guidance of the Associate Director and contract bookkeeper.

* Bookkeeping Duties: Support bookkeeping functions by conducting bank deposits, timely and accurate bill pay and coding expenses, gathering & tracking receipts and monthly credit card reconciliations, communicate with vendors as needed to clarify bills; ensure that all items are invoiced and paid on time. Tracking benefit & union dues payments.
* Financial Support: Project manage the annual audit process. Assist Associate Director and bookkeeper with quarterly and year end closing, the annual audit, and 990 preparation.
* Organizational Lobbying Tracking: Coordinate quarterly organizational lobbying timesheet completion for 990 preparation. Ensuring overall organizational compliance with Lobbying rules and regulations.
* Confidential Financial Systems Administration: Assist Associate Director in documenting financial procedures and policies; and maintain and organize digital & paper files.

Organizational Operations and Administrative Support (35%): The Human Resources and Administrative Manager will support organizational operations and administration to increase effectiveness and foster collaboration.

* Organization File Maintenance: Track individual and organizational compliance with document retention policies and protocols. Coordinate organizational file clean out and document retention days.
* Organizational calendars and Virtual Meetings: Manage, monitor and maintain organizational calendars and office systems; update staff meeting facilitation rotation; keep abreast of organizational changes and business developments under the guidance of the Associate Director.
* IT Support: Help maintain computers, network, email/calendar systems and serve as liaison with IT consultants.
* Scheduling and Meeting Support: Provide administrative support to the management team & Board of Directors including scheduling and meeting note taking support, assist Executive Director in scheduling meetings and appointments
* EBASE is working remotely during shelter in place. These responsibilities related to the EBASE office, equipment and supplies will be included once we return to the office.
  + Office operations and procedures: monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints; maintain communication with landlords for both Oakland and Concord offices; provide coordination of emergency preparedness for Oakland and Concord offices.
  + Office equipment: Serve as the point person for ensuring maintenance of office equipment including copier, shredder, mail machine, phones, etc. Communicate to all staff in a timely manner regarding equipment and building updates. Copier, mail machine, shredding company, phones or internet updates to the staff in a timely manner.
* Support EBASE events: Assist with event, meeting and retreat logistics and administrative tasks, occasional organizational catering requests and organizing mailings.

Organizational Development and Personal Administration (5%): Along with the other staff, this position contributes to EBASE’s overall organizational culture to our collective commitment to social and economic justice. We promote teamwork, continuous learning, and a “can-do” attitude that encourages staff collaboration across programs where every member pitches in on organization-wide projects while taking care of their own basic administrative needs.

* Participate in weekly staff meetings, internal trainings, mandatory all-staff meetings and retreats.
* Contribute to fundraising activities including event planning and implementation, grassroots donor outreach and appreciation, etc.
* Support EBASE’s “all hands on deck” culture in which both campaign and development staff request active participation from all staff during critical moments of work. This may include attending community mobilizations, participating in voter outreach, making grassroots fundraising asks or other activities. Approximately 1-2 activities/month.
* Maintain personal organization systems. Complete reimbursements, timesheets & lobbying reports.

### Experience and Qualifications:

A minimum of 4-7 years’ experience in a human resource and administrative role, preferably in a nonprofit organization. Ability to coordinate multiple projects and contribute to the effectiveness of the overall staff team.

Required qualifications:

* Minimum of 4 years of human resources experience.
* Superb administrative organizational skills, attention to detail and ability to prioritize effectively.
* Punctuality and reliability.
* A high level of honesty and integrity with impeccable discretion, and a commitment to confidentiality, compliance and to maintaining internal controls,
* Tenacity, humor, and grace when working with EBASE colleagues, consultants, vendors, and allies and in serving as a representative of the organization and determination to provide colleagues with responsive and accurate service.
* Track record of success in managing multiple projects.
* Strong written/verbal communication skills and interpersonal skills.
* Proficiency and experience with Microsoft Office Suite, Xero or other cloud based financial systems, and cloud based storage.

Preferred qualifications

* A financial whiz who is comfortable with numbers, familiar with accounting principles, and ideally prior relevant work experience in nonprofit financial management and/or bookkeeping.
* Experience in a unionized environment.
* Demonstrated commitment to economic, racial and social justice.
* Development and grassroots fundraising experience.
* Experience working in low-income communities of color

If you don’t meet all the criteria above but still feel your experience could be a good fit for the role, please apply. We recognize that candidates who don’t check every box can still add value to our team.

### Work Environment:

Like all EBASE staff, this position will generally work from home during shelter-in-place. In the future, this position will be based out of the Downtown Oakland office, with an expectation to be present during the 9:00- 5:00 office hours. Considerable time is spent at a desk using a computer.

### Compensation and Benefits:

The salary range for this position is between $55,000-$60,000 (depending on experience), as well as an annual cost of living adjustment dependent on budget. EBASE contributes 3% - 6% of employee salary towards the 401(k) retirement plan and provides additional benefits valued at roughly $25,000 per year. This includes fully paid employee health insurance (medical, chiropractic and acupuncture) generous vacation, sick leave, personal days, and holidays, and training and professional development opportunities. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work.

### How to Apply:

To apply, please email a cover letter, resume, salary requirements and 3 references to Maria Elena Allain, Associate Director, at [search@workingeastbay.org](mailto:search@workingeastbay.org). Please send documents in Microsoft Word or Adobe pdf format, with “Human Resources & Administrative Manager” in the subject line.

Preference to applications received by November 06, 2020.

The position is open immediately, start date negotiable and will be open until filled.

EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.