



EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY
Building Power With Community, Workers & People of Faith

Job Announcement: Administrative & Office Manager

East Bay Alliance for a Sustainable Economy (EBASE) has a 20 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 Administrative and Office Manager to support a dynamic 12-person organization that operates in two offices (Oakland and Concord). This is a key position responsible for bookkeeping, payroll and benefits, day-to-day operations, and administrative systems support. This exempt position is based in Oakland, CA and reports to the Director of Finance & Operations.

Responsibilities

Finance and Human Resources (60%)

- **Bookkeeping Duties:** Perform specific bookkeeping activities including bank deposits, paying bills/coding expenses, credit card reconciliations, communicate with vendors as needed to clarify bills; ensure that all items are invoiced and paid on time, support development of expenditure-related bargaining positions in union negotiations, monitor costs and expenses to assist in budget preparation
- **Confidential Information Administration:** Manage confidential administrative systems and files, including financial records, personnel records, and vendor contracts and relationships
- **Human Resources Implementation:** Manage payroll and track paid time off; manage health, retirement and other benefits plans, including adding and removing employees, and reporting other changes to payroll company, assist employees in accessing benefits, assist in the onboarding process for new hires; partner with Director of Finance & Operations to administer personnel policies, update personnel policies as needed and coordinate full review of policies every 3-5 years

Office Management (20%)

- **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
- **IT Support:** help maintain computers, network, email/calendar systems and serve as liaison with IT consultant

- **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
- **Organization File Maintenance:** Track individual and organizational compliance with document retention policies and protocols; Coordinate office and file clean out days
- **Guest services:** Provide reception & guest services support at the Oakland office as needed

Administrative Support (15%)

- **Support EBASE events:** Assist EBASE staff and programs with event logistics and administrative tasks, occasional organizational catering requests and organizing mailings
- **Scheduling support:** Provide administrative support to the Executive Director & Board of Directors including scheduling and meeting support, assist Executive Director in scheduling meetings and appointments
- **Organizational calendars:** Maintain organizational calendars; update staff meeting facilitation rotation; Keep abreast with all organizational changes and business developments
- **Support Staff Functions:** participate in and take notes at staff meetings; plan in-house or off-site activities, like parties, retreats, celebrations and conferences

Organizational Development and Personal Administration (5%):

- 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.

Required experience and qualifications

At least 3 years' experience in financial management and human resources management principles. Ability to coordinate multiple projects and contribute to effectiveness of overall staff team.

- Superb administrative organizational skills, attention to detail and ability to prioritize effectively
- Punctuality and reliability
- Excellent problem-solving and critical thinking skills
- Strong computer skills, particularly MS Word, MS Excel, email, web, and Salesforce or other relationship management software

- Tenacity, humor, and grace when working with EBASE consultants, vendors, and allies and in serving as a representative of the organization
- Ability to work well in a team as well as independently, and to take initiative as well as direction
- Accountable to both team goals and individual work plan goals
- Experience with Online Bookkeeping Platforms and Excel

Preferred qualifications

- Track record of success in managing multiple projects and supporting similar size staff
- Strong written/verbal communication skills and interpersonal skills
- Demonstrated commitment to economic, racial and social justice
- Development and grassroots fundraising experience
- Experience working in low-income communities of color

Compensation and Benefits

The salary range for this position is between \$53,000-\$60,000 (depending on experience) plus a generous benefits package. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work.

To apply, please email cover letter, resume, salary requirements, 3 references, and how you heard about the position to:

Maria Elena Allain, Director of Finance & Operations at search@workingeastbay.org
Please send documents in Microsoft Word or Adobe pdf format, with "Administrative & Office Manager" in the subject line.

Preference to applications received by July 3, 2019

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.