

Center for Domestic Peace
JOB ANNOUNCEMENT

TITLE: Executive Administrator
HOURS: Full time
SALARY: \$60,000
BENEFITS: Vacation, medical/dental package, retirement
START: Immediately
TO APPLY: **COVER LETTER AND RESUME REQUIRED**
LOCATION: San Rafael, California - **REQUIRED**
STATUS: Exempt

* Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

CENTER FOR DOMESTIC PEACE is a nonprofit organization, in existence now for 44 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at www.c4dp.org.

OVERVIEW:

We are seeking an individual who would thrive on bringing forth their technology, organizational and administrative skills at a senior level of management to support the successful achievement of the organization's strategic plan and vision to end domestic violence, now and forever. The Executive Administrator (EA) has the responsibility to assist in two key areas: 1) executive project oversight, coordination and management utilizing Asana, SharePoint and Salesforce and other technology platforms; 2) overall executive administration and support. The EA reports to the Executive Director.

PRIMARY JOB RESPONSIBILITIES:

Executive Project Oversight, Coordination and Administration:

1. Provide the leadership required to increase the organization's ability to maximize the use of the Asana platform for developing and tracking complex executive projects and deliverables. Implement into the Asana platform executive level project-driven timelines that include securing multiple vendor bids, monitoring deliverables for the project, and providing additional assistance required to ensure successful completion of the project on time and within budget.
2. Serve as a core administrator of the Managed Document System (MDS) by organizing and updating organizational documents within SharePoint as requested, including conversion of source docs to PDF files for organizational access; respond to staff requests for MDS assistance; monitor necessary edits and updates including the domestic violence information packet.
3. Assist with the update and further development of manuals, protocols, annual calendars for facilities, operations, and administration.
4. Assist with general administration and project management in support of the Bay Area Domestic Violence Shelter collaboration, including scheduling, follow-up communications, technology support. Further assist with research assignments, follow-up assignments, and oversight monitoring of project timeline/deliverables.

5. Generate a bi-monthly communication for staff and volunteers on project updates, upcoming events, and highlights of work underway.
6. Coordinate technical assistance and training requests and provide the needed administrative support for deliverables related to these special projects of the Executive Director.
7. Provide support and track data/information for special projects as needed.
8. Provide meticulous data entry for grants and deliverables.
9. Create and manage the organization's overall master calendar system.
10. Participate in the Teleworking Team to support organizational technological needs.
11. Other duties as assigned.

Assist with Organizational Administration:

1. Conduct executive level administrative duties including but not limited to: coordinate schedules, communications, minutes, logistics, technology support needs for Executive Team, and the Board of Directors as called upon.
2. Maintain corporate records, including board minutes and other official documentation.
3. Assist with the recruiting and hiring process by distributing job postings, maintaining and updating weekly posts, conducting phone interviews and completing reference checks as requested. Update C4DP Hiring and Pre-Employment Checklists as requested and assist with ensuring consistency of practice. Provide suggestions to improve efficiencies.

REQUIREMENTS:

1. 3 years of nonprofit administrative or related experience, including managing complex projects, data management, executive support, training coordination and report writing.
2. Advanced skill level in Asana software with proven ability to break down deliverables into tasks and timeframes, create and update workflows, track progress, and generate reports on progress.
3. Proven competency working with a managed document system and demonstrated ability to lead the efforts of others in doing so.
4. Fast learner with demonstrated ability to learn new systems.
5. Documented experience in research, writing, and editing – preference given to experience in writing policy and operational manuals.
6. Proven capacity in administrative assistance for meetings and events.
7. Proven ability to think and design from a system's perspective.
8. Excellent interpersonal and communication, organizational, and writing skills.
9. Excellent time management skills and the ability to prioritize multiple tasks to meet deadlines.
10. Organized, detailed-oriented, and able to work independently with general supervision.
11. Ability to thrive in fast-paced environment with frequent interruptions.
12. Ability to maintain high level of diplomacy while communicating and negotiating with diverse community partners of varied interests.
13. Competent typing speed of 60 WPM.
14. Proven ability to work within a confidential environment as support to the executive team.
15. Proficient with Office 365 applications including MS Word, PowerPoint and Outlook. Ability to use graphic design software. Experienced in data entry and use of outcomes management software, Salesforce preferred.
16. Must have California driver's license and insurance.
17. Must be able to lift 30 lbs.
18. Flexible work schedule to include after hours and occasional weekends as needed.
19. Alignment with Center for Domestic Peace's core values and analysis on violence against women.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training.

TO APPLY: Submit current **resume and cover** letter by email only to the Executive Team: jobs@c4dp.org