



Job Title	Executive Administrator	Department	Administrative Team
FLSA Status	Exempt	Reports To	Executive Director
Classification	Full-Time	Start Date	March 1, 2025
Location	734 A Street San Rafael, CA 94901*	Schedule/Hours	Monday – Friday 8:30 am – 5:00 pm
Pay	\$66,650 - \$81,650	Benefits Eligibility	Yes (Vacation, Sick Leave, Medical/Dental Vision & Retirement Package)

Executive Administrator Job Description

This position may be eligible to request hybrid work schedule after successful completion of 6-month introductory period.

To apply, submit a resume with a cover letter to: Tara Peterson at tpeterson@c4p.org.

No Phone Calls Please.

CENTER FOR DOMESTIC PEACE is a non-profit organization, founded in 1977, 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.

POSITION OVERVIEW:

Reporting directly to the Executive Director, the Executive Administrator is essential in providing support to the executive leadership team and ensuring the smooth functioning of the executive office. This role encompasses a variety of responsibilities, including board support, human resources coordination, and administrative operations, policy development, and oversight of technology platforms such as Asana, SharePoint, and Salesforce, along with overall administrative coordination.

This position is ideal for a highly organized and detail-oriented professional who thrives in a multitasking environment and possesses excellent technology and communication skills. The Executive Administrator serves as a vital point of contact for both internal and external stakeholders, handling various administrative duties that enable executives to concentrate on strategic initiatives and decision-making processes.

Candidates for the Executive Administrator role should exhibit a proactive problem-solving attitude, a strong sense of professionalism, and the ability to excel in a fast-paced work setting, while demonstrating a commitment to C4DP's mission to eliminate domestic violence.

PRIMARY JOB RESPONSIBILITIES:

These are core functions of the job. **Additional duties may be assigned as needed.**

Executive Support:

- Manage and maintain Executive Directors calendar, scheduling appointments, meetings, and travel arrangements.
- Prepare and organize material for meetings, including agendas, presentations, and reports.
- Serve as a point of contact for internal and external stakeholders, ensuring clear and professional communication
- Conduct executive level administrative duties including but not limited to: coordinating schedules, communications, minutes, logistics, technology support needs for Executive Team, and the Board of Directors as called upon.
- Maintain corporate records, including board minutes and other official documentation.

HR Administrative Support:

- Assist in the recruitment process by posting vacancies, screening candidates, and coordinating interview schedules if needed.
- Maintain and make updates to C4DP hiring guides and checklist to ensure they are in line with HR best practices.
- Maintain compliance with workplace policies and procedures, ensuring a positive work environment.

- Assist in the annual review of existing HR policies and procedures to identify areas needing updates or revisions based on changes in laws, regulations, or organizational needs.
- Draft, edit, and format policy documents, ensuring clarity, consistency, and alignment with organizational goals.
- Maintain a centralized repository for all HR policies and procedures, ensuring easy access for executive team and employees.
- Collaborate with the Executive Team and department heads to plan and execute the rollout of new and updated policies and procedures.
- Help prepare internal communications, such as memos, monthly staff newsletters to engage staff and inform employees about updated policies.
- Assist in the administration of employee retention program and respond to employee inquiries regarding HR policies and procedures.
- Assist in organizing company events and team-building activities.

Project Coordination/Administrative Oversight:

- Oversee and coordinate various projects within Asana and other technology platforms that support organizations' operations, related to annual achievement sessions, executive priorities, etc.
- In collaboration with the ESP Director and Mankind Facilitator ensure that Mankind program goals and deadlines are met and serve as the program administrator.
- In collaboration with the Executive Director and the Development team, coordinate special initiatives including the Bay Area Domestic Violence Collaborative efforts.

Document Systems Management:

- 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.
- Ensure that all documents are up-to-date, accessible, and compliant with organizational standards.
- Assist with the update and further development of manuals, protocols, annual calendars for facilities, operations, and administration.

Front Office Support/Customer Service:

- Participate in on-site administrative rotation schedule to create a professional and welcoming atmosphere for participants, visitors, and employees.
- Implement and maintain admin office procedures and protocols to enhance safety and service quality.
- Greeting and assisting participants and visitors addressing inquiries and providing information about the organization.
- Work with Admin leadership team to resolve issues and complaints in a professional and timely manner.
- Support the Operations Manager in managing office supplies and equipment ensuring that all necessary materials are available and in good working order.
- Assist with coordinating office logistics, including meeting room bookings, catering services, and IT support.

Reporting and Documentation:

- Provide support and track data/information for special projects as needed.
- Provide meticulous data entry for grants and deliverables.
- Create and manage the organization's overall master calendar system.
- Participate in the Teleworking Team to support organizational technological needs.

DESIRED QUALIFICATIONS:

- Bachelor's degree in business administration, or a related field; or relevant work experience, preferred.
- Experience working in a non-profit setting.
- 3-5 years of experience in executive administration and/or HR support roles.
- Familiarity with HR functions and HR practices is a plus.
- Strong organizational skills with the ability to prioritize task and manage multiple projects simultaneously

JOB REQUIREMENTS:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiar with Asana, Zoom, other office management software and HR systems.
- Proven ability in project management with the ability to break down deliverables into tasks and timeframes, create and update workflows, track progress, and generate reports on progress.

- Proven competency working with a managed document system and demonstrated ability to lead the efforts of others in doing so.
- Fast learner with demonstrated ability to learn new systems.
- Documented experience in research, writing, and editing – preference given to experience in writing policy and operational manuals.
- Proven capacity in administrative assistance for meetings and events.
- Proven ability to think and design from a system’s perspective.
- Excellent interpersonal and communication, organizational, and writing skills.
- Excellent time management skills and the ability to prioritize multiple tasks to meet deadlines. Organized, detailed-oriented, and able to work independently with general supervision.
- Ability to thrive in fast-paced environment with frequent interruptions.
- Ability to maintain a high level of diplomacy while communicating and negotiating with diverse community partners of varied interests.
- Proven ability to work within a confidential environment as support to the executive team.
- Ability to use graphic design software. Experienced in data entry and use of outcomes management software, Salesforce preferred.
- Flexible work schedule to include after hours and occasional weekends as needed.
- Alignment with Center for Domestic Peace’s core values and analysis on violence against women.

PHYSICAL REQUIREMENTS

- Candidate must be able to lift 30 pounds.
- Ability to move within the office environment and ability to climb stairs.
- Ability to write by hand and use a keyboard to perform general office functions.
- Ability to communicate continuously by speech and hearing.
- Visual acuity close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception and objects at near distances) needed for detail work and computer use.
- Ability to sit extended periods of time.

- Position requires driving your own vehicle whenever necessary to meet program needs.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

CENTER FOR DOMESTIC PEACE is an equal opportunity employer, committed to the principles of non-discrimination and equal opportunity in employment and in the delivery of services. C4DP commits to ensuring that the work environment of its employees and volunteers are free from all forms of discrimination, harassment, and retaliation based on Age (40 and over), Ancestry, Color, Religious creed (including religious dress and grooming practices), Denial of FMLA, Disability (Mental and physical including HIV and AIDS), Marital status, medical condition, genetic information, military and veteran status, National origin, Race, Sex/gender (includes pregnancy, childbirth breastfeeding and medical conditions related to pregnancy), Gender identity/gender expression, and sexual orientation.