

**Center for Domestic Peace
Executive Administrator
JOB ANNOUNCEMENT**

TITLE: Executive Administrator
HOURS: Full time
SALARY: \$55,000
BENEFITS: Vacation, medical/dental package, retirement
START: Immediately
UNION: No

* 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 42 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:

The Executive Administrator (EA) has responsibility to assist in three key areas: 1) overall executive administration of the organization; 2) special projects, and 3) coordination and management development. We are seeking an individual who thrives on bringing forth their organization skills, their ability to write reports/manuals and their ability to provide administrative support in service to an organization like Center for Domestic Peace.

PRIMARY JOB RESPONSIBILITIES:

Assist with Organizational Administration:

1. Coordinate schedules, communications, logistics, and negotiations for Executive Team.
2. Compose a variety of communications, including forms, letters, minutes, manuals, contracts, and other materials; format materials to meet organization standards.
3. Provide administrative support to the Executive Team as needed.
4. Complete orders and purchases as needed via Docusign and POs.
5. Support Executive Team timecard entry.
6. Coordinate and schedule a variety of Executive meetings, workshops, and special events; prepare and send out notice of meetings and other required information.
7. Serve as on-site coordinator for Executive meetings, workshops, and special events; provide meeting set up and clean up as needed.
8. Maintain corporate records, including board minutes and other official documentation.
9. Keep board of directors' binder current and ready for audit.
10. Serve as administrative support for board of directors' monthly meetings.
11. 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.
12. Generate visual material using graphic design programs, as requested.
13. 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.
14. Provide recommendations for updating recruiting, testing, screening and all related hiring best practices.
15. Provide technology support for special activities and assignments, including assistance with site and A/V logistics, teleconference calls, etc.

16. Provide administrative assistance to program operations as determined by supervisor.
17. Create and manage the organization's overall master calendar system.

Assist with Special Projects, Coordination and Management Development

1. Assist with the update and further development of manuals, protocols, annual calendars for facilities, operations and administration.
2. Implement project-driven timelines as assigned 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.
3. Assist with general administration in support of the Bay Area Domestic Violence Shelter collaboration, including scheduling, catering, follow-up communications, technology support. Further assist with research assignments, follow-up assignments, and oversight monitoring of project timeline/deliverables.
4. Generate a bi-monthly communication for staff and volunteers on updates, upcoming events, and highlights of work underway.
5. Coordinate technical assistance and training requests and provide the needed administrative support for deliverables related to these special projects of the Executive Director.
6. Provide support for the research and prototyping of new designs and innovation in support of income-generating strategies.

REQUIREMENTS:

1. 3 years of nonprofit administrative or related experience, including managing complex projects, data management, executive support, training coordination and report writing.
2. Fast learner with demonstrated ability to learn new systems.
3. Documented experience in research, writing, and editing – preference given to experience in writing operational manuals.
4. Proven capacity in administrative assistance for meetings and events.
5. Proven ability to think and design from a system's perspective.
6. Excellent interpersonal and communication, organizational, and writing skills.
7. Excellent time management skills and the ability to prioritize multiple tasks in order to meet deadlines.
8. Organized, detailed-oriented, and able to work independently with general supervision.
9. Ability to thrive in fast-paced environment with frequent interruptions.
10. Ability to maintain high level of diplomacy while communicating and negotiating with diverse community partners of varied interests.
11. Proven ability to work within a confidential environment as support to the executive team.
12. 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.
13. Must have California driver's license and insurance.
14. Must be able to lift 30 lbs.
15. Flexible work schedule to include after hours and occasional weekends as needed.
16. Feminist knowledge and understanding of the movement to end violence against women.
17. Understanding of function and role of community partners within a coordinated community response to 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:

Office of Executive Administrator
mknowles@c4dp.org