



Administrative Coordinator Job Announcement

Applications Due: October 15, 2021

Start Date: November 1, 2021

09-30-2021

POSITION SUMMARY

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has a vacancy for an Administrative Coordinator position and is seeking a forward thinking, highly organized candidate who thrives in a dynamic environment, while maintaining a positive attitude toward their work and colleagues. Reporting to the Director of Finance & Administration, this role will provide an incredible opportunity to gain experience and visibility to the full range of administration and people operations.

We're seeking a candidate who has a passion for getting things done, believes "good enough" never is, and who is committed to being a valuable resource to employees throughout the organization. The ideal candidate has an amazing work ethic, knows that follow-through is everything, and who thrives on handling a variety of responsibilities and can readily adapt to unforeseen operations and administrative needs.

This position is a part-time (30 hours per week), non-exempt position with potential to become full time based on organizational need and budgetary constraints. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. There are nine (9) board members and twelve (12) staff members. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is November 1, 2021.

JOB RESPONSIBILITIES

- Administrative Support
 - Provide day to day administrative support for Directors' Team (consisting of Executive Director, Director of Finance & Administration, Director of Policy and Director of Programs)
 - Coordinate and schedule meetings and calendars for Director's Team
 - Meeting preparation; including agendas, mailing materials, and reminders
 - Take notes or minutes during meetings, including Board of Directors meetings
 - Respond to and/or direct requests for information to appropriate staff members
 - Monitor organizational phone line and mailbox
 - Develop correspondence on behalf of Directors' team
 - Coordinate Board of Directors meeting and assemble Board packages for distribution
 - Organize and participate in staff meetings
 - Maintain updated filing system for organization; staff/Board contact list, organizational chart, policy and procedure access, etc.
 - Facilitate communications between staff and management/Board
 - Handle special projects as needed
- Finance and Administration
 - Process monthly expense reports, invoices and contracts for multiple staff members
 - Process reimbursements for program staff, contractors and attendees;
 - Maintain and manage filing systems and organize Box folder/files for efficiency

- Perform data entry tasks and develop systems for tracking of files, contracts and other documents
- Manage requests for information from external vendors/supplier and service providers
- Develop and maintain files for insurance policies and renewals, subscription renewals and service provider contracts
- Ensure Paylocity database includes employee information and files
- Human Resources
 - Coordinate all aspects of hiring process, recruitment & selection; including job postings, reference checks, scheduling of interviews, perform follow up
 - Manage on-boarding/off-boarding process; ensure all documentation is in order, participate in orientation of new staff and work buddy initiative, coordinate exit interviews and organize off-boarding tasks/follow up
 - Maintain inventory listing of equipment and supplies and place order on behalf of staff, liaise with IT and consultants to ensure a smooth process
 - Oversee employer-employee relations and updates to staff, organize team building initiatives
 - Coordinate training & development; research staff training and service providers, perform follow up
 - Liaise with benefits service providers, ensuring smooth communications and follow up is performed
 - Work collaboratively with Accounting department on HR and benefits tasks
 - Maintain checklists for HR related tasks to ensure departmental efficiency
 - Ensure employee files are complete, organized and accessible
 - Maintain employee anniversary dates and send out celebratory acknowledgements, etc.
 - Track policy and procedural revisions/changes and ensure distribution/accessibility to staff
- Program Support
 - Coordinate webinar trainings for programs and manage registration and scheduling, as needed
 - Assist with program administration and reporting to funders
 - Create flyers/handouts from program events
 - Organize program tasks and deliverables for organization, as requested
 - Other related duties as assigned

QUALIFICATIONS

Education & Experience

- BA/BS degree or equivalent work experience
- 1+ years administrative support related work experience, preferably within a small/medium-sized organization

Knowledge, Skills & Abilities

- Well organized and can handle multiple tasks in a fast-paced environment with the ability to wear multiple hats and organized, efficient style of working
- Adept at conducting research, analyzing material logically, and developing viable ideas and recommendations
- Comfortable switching between working collaboratively as part of a team and working autonomously as needed
- Excellent sense of judgement, ability to be “in the weeds” without losing sight of long-term goals/initiatives, and a great attitude are absolutely necessary
- Proactive, professional, and polished demeanor
- Strong interpersonal and organizational skills and ability to work with diverse groups of people, organizations, systems and multiple stakeholders

- Proficiency with Windows-based computer programs: MS Office Suite, Google Drive or other cloud-based filing systems, familiar with database management and conducting online research

Compensation: Salary range \$42,375 - \$46,875 per annum (based on 30 hrs per week/75% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.

Contact: Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to HR@api-gbv.org by October 15, 2021.

Organizational description:

The Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. It serves a national network of advocates; community-based service programs; federal agencies; national and state organizations; legal, health, mental health and language interpretation professionals; researchers; policy makers; and activists from social justice organizations. We promote culturally relevant evidence-informed intervention and prevention; provide consultation, technical assistance and training; develop cutting-edge research, reports and resources; and impact systems change through administrative advocacy and policy analysis. See API-GBV website for more information. <https://www.api-gbv.org>

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.