

ESCHATON/RCNV

RCNV 612 Ocean Street Santa Cruz CA 95060

831-426-1626

Mission:

We are community members, volunteers, staff, board members, donors, and participants who join together to develop the powerful combination of nonviolence and antiracism as a means for personal and social change, to create a more just, equitable, joyful, and sustainable world.

Vision:

The Resource Center for Nonviolence promotes the mutually reinforcing legacies, movements, practices, and visions of nonviolence and antiracism. We are committed to serving communities of all racial and ethnic groups, in Santa Cruz County and beyond, connecting in person and online.

Job Description

Administrative Assistant

PURPOSE:

Under the direct supervision of the Executive Director (ED) the incumbent provides primary daily assistance to the ED. Briefs the ED regarding progress of routine work, progress on priorities, and planning special projects. Evaluates and makes recommendations related to operational and procedural matters. Able to perform the full range of varied and complex clerical/administrative assignments in support of the day-to-day operations of the Center.

| ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following: | Average Percentage of Time |
|--|-----------------------------------|
| 1. Provides primary office support for the Executive Director and the center by handling scheduling, travel arrangements, purchases, and other work necessary to meet the day-to-day operating needs. Maintains the RCNV Calendar (internal and external). Coordinates needed paperwork per Center policy and procedures for rentals, events, and special guests. Supports biannual fundraising letter production. Identifies supplies, equipment, and services needed for the office and facility. Purchases supplies and services for programs, workshops, fundraising and outreach events, and the receipt and processing of funds per the individual fund restrictions and requirements. Receives and organizes supplies for storage and/or distribution; review and confirms accuracy of invoices for approval of payment. Maintains all documentation for the Center's purchases. Provides administrative support for grants, awards, and auxiliary funds. | 30 |
| 2. Maintains, tracks, and reconciles center operating budget revenue and expenses in a timely manner. Creates monthly revenue and expense reports as requested by the ED. Monitor and process online donation and payment platforms and activities. Prepares and processes purchases, reimbursements, year end reporting, and other transactions as necessary to meet the needs of the center. Meets with the ED and Bookkeeper/CPA periodically in order to review the budget. Delivers budgetary information, project updates, special event coordination and tracking to the ED. Administratively supports the coordination of vendor set up, independent contractor agreements, travel and payments for special event guests. Works closely with ED and bookkeeper/CPA to ensure that tax codes and related 501C3 guidelines are followed. | 30 |
| 3. Collects, organizes, and maintains office files and records in hard copy & digitally. Assembles information from these and other sources in response to requests from ED. | 20 |

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| Prepares correspondence and handles complex requests. Facilitates regular Center and Board meeting calendaring, schedules, agendas, and materials. Attends meetings and takes summary notes; drafts minutes or correspondence relating to conclusions reached for distribution; follows up on action items. | |
| 4. Receives the public at large; handles multiple requests from these constituencies. Coordinates, schedules, and conducts building tours for prospective partner organizations. Helps prepare all Center activities and public events. | 20 |

Other Functions:

1. Perform other job-related duties and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated expertise in using office software packages, technology, and systems. Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist. Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to the work area. Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas. Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions. Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference. Ability to effectively write and present own reports. Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations. Ability to use negotiation and persuasion skills to achieve results and expedite projects.

MINIMUM QUALIFICATIONS:

A fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages. These entry qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

Familiarity with the Eschaton/RCNV's campaigns and initiatives; training and experience in antiracist and nonviolence oriented social justice communities/work; commitment to nonviolence and antiracism; ability to work independently as well as collaboratively in a dynamic environment.

SPECIALIZED SKILLS:

Thorough knowledge of office systems and ability to use a broad range of technology, systems, and packages. A strong customer service attitude and commitment is essential. Knowledge of basic budget and accounting practices. Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above.

PREFERRED QUALIFICATIONS/DESIRABLE EXPERIENCE:

Demonstrated understanding of and commitment to Vision and Mission of Eschaton/RCNV. Comprehensive and detailed knowledge of the center infrastructure, policies, and procedures. Basic fluency in media production and event planning. Technical fluency with Microsoft Office Suite; Google mail and calendaring programs. Experience working with an automated financial record keeping or budget system such as QuickBooks.

Eschaton/RCNV recognizes that, in particular, members of underrepresented groups may not apply for roles when they feel they do not meet the requirements in full. We encourage interested applicants to apply if they meet most of the qualifications listed in this posting.

Eschaton/RCNV is proud to be an Equal Opportunity Employer. We value a diverse workplace that strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Eschaton/RCNV does not tolerate any form of harassment or discrimination with respect to race, religion, color, social or ethnic origin, sex, pregnancy (including childbirth and related medical conditions), age, physical, disability, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other status protected by local, state, or federal laws.

SPECIAL CONDITIONS OF EMPLOYMENT & POSITION DESIGNATIONS:

- All offers of employment are contingent upon the successful completion of a background check (including a criminal records check).

PHYSICAL ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. May require non-standard hours for event facilitation.

WAGES AND BENEFITS:

This position is 40 hours per week in person and remote hybrid optional. Some flexing of hours with event scheduling. Pay is \$28.00 per hour. \$200 monthly stipend for health insurance.

Eschaton/RCNV Executive Director: _____ Date

I acknowledge receipt of this job description.

Incumbent: _____ Date: _____
Name