Administrative Assistant Job Announcement
Start Date: September 14, 2020
Applications Due: August 21, 2020

8.4.2020

POSITION SUMMARY:
The Asian Pacific Institute on Gender-Based Violence (API-GBV) is seeking a pro-active, highly organized individual who thrives in a fast paced work environment and is able to prioritize and multitask while working with various Management Team staff.

Reporting to the Director of Finance & Administration, the Administrative Assistant performs a diverse range of essential administrative tasks that support our programs and internal operations and ensure day to day operations run smoothly— including scheduling; meeting preparation; webinar, training and event coordination; and reporting.

This new position is part-time (20 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 San Diego, Los Angeles, New Jersey and Seattle, WA. There are five (5) board members and twelve (12) full-time staff.

The position is preferably Oakland based, however, in order to attract the widest pool of suitable candidates, we are open to the Administrative Assistant working remotely from outside the Bay Area while maintaining close communications to the Program and Administrative Management staff. Our ideal start date is September 14, 2020.

JOB RESPONSIBILITIES

- Provide day to day administrative support for Management staff
- Coordinate and schedule meetings, assist with meeting preparation, notes taking and/or minutes at meetings, and support program management activities
- Assist in managing calendars for Management staff
- Process monthly expense reports, invoices and contracts for multiple staff members
- Coordinate and perform follow up on in-person and virtual meetings, trainings, webinars, conferences and events
- Plan and coordinate the logistics related to training, meetings and events, including travel, lodging, meeting space arrangements and materials
- Process reimbursements for program staff, contractors and attendees; attend events to support the needs of attendees and program staff when needed
- Assist in the development and preparation of meeting materials
- Assist with internal and external organizational communications; disseminating information and materials
- Maintain and manage filing systems both electronic and hard copy
- Perform data entry tasks and develop systems for tracking of files, contracts and other documents
- Respond to and/or direct requests for information to appropriate staff members
- Monitor organizational phone line and mailbox
- Develop correspondence on behalf of Management team
- Handle special projects as needed
- Attend team and program meetings
- Work with multiple staff members to coordinate grant and contract reports; enter data, track and manage deliverables
- Coordinate and deliver technical support for webinars; assist in coordinating events with external partners
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Minimum of 2 years of work experience in an office setting; nonprofit experience a plus
- Ability to communicate clearly and directly, both verbally and in writing with a wide variety of stakeholders
- Adept at managing multiple projects concurrently; setting priorities and timelines
- Ability to exercise good judgement and problem-solving skills in a fast-paced environment
- Ability to take initiative; work independently and as a team member; and collaborate with internal and external stakeholders;
- Excellent organizational skills, with keen attention to detail and accuracy
- Strong computer skills, including Microsoft Office Programs (Word, Excel & PowerPoint) as well as Outlook
- Experience in providing administrative support to multiple staff members
- Experience in preparing reports or documents (such as progress and expense reports)
- Customer service oriented and the flexibility to switch focus and adapt to different work tasks

Compensation: $43,000 FTE per annum, starting salary. We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/sick 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 August 21, 2020. Applications will be reviewed as they are received, so we encourage candidates to apply early.

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.