

## **Job Announcement**

### **Administrative Coordinator**

[Worksafe](#) is seeking a full-time **Administrative Coordinator** who is passionate about achieving justice for California’s low-income and immigrant workers, particularly those from Black, Indigenous, and communities of color. The Administrative Coordinator is responsible for ensuring the smooth daily operations of the Worksafe office, reporting to Director of Development and Operations (DDO) and supporting Worksafe staff in the accomplishment of the organizational mission.

**ABOUT US:** Worksafe is an Oakland-based worker justice-focused nonprofit that advocates for the health and safety of California workers, in particular low wage and immigrant workers. Worksafe advocates for stronger legal protections to keep workers healthy and safe on the job. We work with legal aid providers, unions and other worker organizations, and community and environmental groups to improve working conditions for Californians and bring justice to the workplace.

**POSITION SUMMARY:** Our Administrative Coordinator will ensure the daily functioning and health of our organization by maintaining our financial and administrative systems and providing administrative support for key projects. The ideal candidate is passionate about workers’ rights and social justice, is responsible and organized, has a sharp eye for detail, thrives when handling multiple tasks in a team environment, and has strong computer and bookkeeping skills. Depending on performance and interest, there may be opportunities to expand the roles and responsibilities of this position.

#### **CORE RESPONSIBILITIES**

The Administrative Coordinator has a broad range of critical duties that make it possible for Worksafe to function, as a small office where people wear many hats. Major duties include:

##### *Administration (60%)*

- Maintain office communication and systems
  - Facilitate internal communications; staff-wide announcements
  - Answer Worksafe’s main telephone line, and record requests
  - Monitor and respond or route general inquiry emails; handle mail and greet visitors; manage supplies and inventory
- Provide logistical support for meetings, events, trainings, and conference calls including weekly programmatic team meetings and coalition meetings
- Assist Management Team with Board of Directors meetings
- Provide administrative support for programmatic events, trainings, and activities including scheduling, calendaring, logistical details, and contact lists
- Provide administrative support for legal and advocacy efforts, such as data entry and logging, reviewing log sheets for changes or updates, document preparation and/or proofreading
- Support program & organizational evaluation process including creating surveys and evaluation tools

- Manage Staff Calendar (company-wide meetings, holidays, and other office-related events)
- Maintain organizational paper- and cloud-based filing systems in compliance with our policies
- Support the Management Team with general administrative functions
- Other duties as required

*Finance (20%)*

- Transmit accurate monthly financial reports to bookkeepers
  - Send reconciliation reports and statements to ED and have them initialed
- Maintain and manage vendor lists and relationships
- Process invoices, purchase requests, and reimbursements
- Process monthly donations reports; Deposit checks; Process and code credit card expenses
- Support the annual audit
- Liaise with auditors and bookkeeping firms throughout the year
- Maintain physical and digital records of all financial transactions

*Human Resources (10%)*

- Process payroll and benefit claims; Interface with payroll and benefits vendors and administrators
- Support onboarding of new employees
- Oversee office events/team-building activities
- Collaborate with the Management Team on building an equitable and inclusive culture that supports staff morale & organizational health

*Development (10%)*

- Assist DDO with End of Year, Annual Event and any additional fundraising campaigns; Assist with fundraising logistics
- Provide administrative and other support to Worksafe development functions
  - Support tracking of grant deliverables; Track and enter donations into Salesforce; Assist with compiling budget documents and other financial reports for grant applications

**Skills, Qualifications, Knowledge, and Experience**

- Self-starter, independent problem-solver, with ability to manage priorities and troubleshoot challenges independently
- Substantial office / administrative experience; Knowledge of office coordination responsibilities, systems and procedures
- Knowledge of bookkeeping, payroll, data, and administrative management practices and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills; strong written and verbal communication skills
- Experience with Quickbooks, Google Docs, Salesforce and/or related database and financial software strongly preferred
- Demonstrable proficiency with Microsoft Excel required
- Experience with general tech troubleshooting including software, hardware, and network issues strongly preferred

- Experience in fundraising/development for nonprofits, including grants administration and event planning a plus
- Strong interpersonal communication skills
- Commitment to the organizational mission
- Knowledge of business and management principles

This is a full-time, non-exempt (hourly wage, overtime eligible) position. Compensation is \$19.00 to \$24.00 per hour DOE.

Our generous benefits package includes paid vacation and holidays, health and dental insurance, pension matching contribution, cell phone assistance, utilities assistance (during remote work periods), and FSA.

Worksafe is an equal opportunity employer. We strongly encourage women, people of color, LGBTQ+ applicants, and older workers to apply.

**How to Apply**

Please submit (1) a cover letter discussing your interest in the position, and (2) your resume in Word doc or PDF formats to [jobs@worksafe.org](mailto:jobs@worksafe.org). In the subject line, use "Administrative Coordinator - Full Name." If we invite you for an interview, we will request references.

Applications will be reviewed on a rolling basis with priority given to applications received by **05/31/2021**.

For more about Worksafe, please visit our website at [www.worksafe.org](http://www.worksafe.org).