



Executive Assistant and Office Manager Job Description

Job Title: Executive Assistant and Office Manager
Department: Executive and Administrative
Reports to: Executive Director
Location: San Francisco

Camp Tawonga is a non-profit organization seeking to immediately hire an organized, motivated and detail-oriented multi-tasker to join our administrative team. This individual will provide high-level administrative support to the Executive Director and manage the general administration of our San Francisco office.

Duties and Responsibilities

- **Support Executive Director**

- Serve as key liaison between Executive Director (ED) and key internal and external partners, clients, institutions and other stakeholders, providing excellent customer service.
- Responsible for meticulous calendar management, including planning meetings, coordinating recurring check-ins and communicating with multiple parties to schedule events.
- Provide high level operational and administrative support to ED as needed
- Manage internal communication and prioritization, including organizing and filtering email and messaging, flagging and managing action items and tasks, and holding key players accountable to priorities.
- Write and edit internal and external communications.
- Provide ED with appropriate preparation before meetings and check-ins, including creating agendas, providing reminders about content and action items and tracking follow-up items.
- Complete invoicing, expense reports, reimbursements and travel arrangements for individuals and groups.
- Assist in the management of organizational budgets.
- Manage additional professional and personal projects for ED as needed.
- Conduct research and draft memos for ED.
- Manage ED's social media platforms with Communication Director (twitter, Facebook, LinkedIn).
- In collaboration with the Development Director support the ED's cultivation and stewardship of donors including but not limited to drafting regular correspondence and emails and planning events and meetings.

- **Serve as Liaison to Board of Directors**

- Oversee board and committee meeting calendars.
- Organize all logistics for board and committee meetings.
- Maintain and distribute board related documents, e.g. bylaws, manuals, minutes, rosters, etc.
- Manage communications to board members regarding meetings, events, gatherings, etc.
- Manage booking of meetings, location and caterer
- Record minutes during meetings and distribute to board post-meeting.

- **Manage Office Logistics**

- Maintain general office functions, including office supply inventory and ordering, performing regular office rounds to ensure office machines are in order.
- Oversee office storage and file maintenance, including coordination of Datasafe materials and organization of supplies and storage.
- Support agency's technology needs, including system oversight, vendor management and troubleshooting.
- Assist with phones.
- Oversee staff meeting organization (meeting reminders, food, staff reports and materials).
- Manage systems to ensure office is tidy and organized, coordinating kitchen cleaning and organizing.
- Lead office clean-up and organization.
- Act as a liaison with the building management on any suite needs (e.g. carpet cleaning, light fixture replacement, office temperature, etc.).
- Responsible for office vendor relationships (e.g. copier, printer, phones).
- Responsible for office celebrations (birthdays, baby showers, etc.).
- Support family camp hiring (summer recruitment and postings).
- Support Ruach Ride (summer camp bus pick-up and drop-off) and other Down the Mountain Events.
- Support large-volume mailings and packet compilations and filing.
- Assist with additional general office tasks as needed.

Additional Information

Education, Qualifications and Requirements

- Equivalent to graduation from a four-year college or university. Additional professional or administrative experience may be substituted for the education on a year-for-year basis.
- Enthusiasm for Tawonga's mission
- Proven track record of excellent follow-through and accountability
- Outstanding organizational skills and meticulous attention to detail
- Ability to prioritize tasks and execute multiple projects simultaneously
- Ability to work independently
- Self starter
- Flexible and able to meet changing work needs and demands
- Prior administrative experience required
- Positive, can-do attitude

Knowledge and Skills

- Proficient with Microsoft Office, including Word, Excel, Powerpoint; Google Suite including Gmail, Drive, Docs, Sheets, Forms; Photoshop knowledge a plus
- Excellent web and technology skills and comfortable troubleshooting tech issues
- Comfortable learning new technical/computer skills as they arise
- Strong writing, proofreading and verbal communication skills
- Excellent time management skills
- A minimum one year of administrative experience

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions

- Typing, writing, reading, hearing and speaking
- Use of hands and fingers to operate office equipment
- Frequent sitting
- Standing, walking, kneeling
- Some lifting and carrying up to 30lbs
- Noise level is moderately quiet

Working Hours

- 9am to 5pm, with some flexibility
- Willingness to work evenings and weekends when needed
- Based in our SF office with some time (as needed) in our Groveland office

Salary

- This is a non-exempt benefited hourly position
- Salary DOE

To Apply

Please send a cover letter and resume to Casey Cohen, Communications Director, at casey@tawonga.org by January 12, 2018.