



JOB ANNOUNCEMENT

Administrative Assistant - Full-Time Non-Exempt

TransForm is a dynamic and growing non-profit organization based in Oakland. TransForm is nationally recognized for our work to create world-class public transportation and walkable communities in the Bay Area and beyond. We build diverse coalitions, influence policy, and develop innovative programs to improve the lives of all people and protect the environment. Learn more at www.TransFormCA.org.

TransForm seeks an experienced, highly organized, friendly individual to do a range of administrative tasks in our downtown Oakland office. We offer a friendly, fast-paced work environment with a staff focused on making positive change in the world.

KEY RESPONSIBILITIES

Responsibilities of the Administrative Assistant include:

- Provide general administrative and programmatic support to the organization
- Provide routine support to the Executive Director, Office Manager, and Accounting Department
- Greet visitors, front desk reception
- Assist with office facilities, filing, and keeping the office tidy
- Managing phone systems (update ext. list, upkeep auto-attendant, assist with voicemail setup)
- Provide support on mass mailings, office events and meetings
- Maintain all office supplies and shared food (do weekly supply order and food shopping, handle staff requests) – this will require you to walk up to 10 blocks round trip
- Process individual donations, make routine bank deposits, maintain petty cash
- Assist with job postings
- Updating databases (provide Salesforce support for management, maintain staff reminders, etc)

QUALIFICATIONS AND ATTRIBUTES

- Professional experience providing administrative support (nonprofit experience a plus).
- Comfortable and proficient with computer applications such as MS Word, Excel, and Internet.
- Experience with Salesforce and Google Mail is desired.
- Organized and able to manage multiple projects with an attention to detail.
- Ability to walk up to 10 blocks round trip to complete office errands
- Ability to work well independently and as part of a team.
- Commitment to environmental sustainability and social justice is highly desirable.



COMPENSATION AND BENEFITS

This is a full-time (37.5 hours/week), non-exempt position. Competitive salary, commensurate with experience. Compensation includes health and dental insurance, generous vacation time and an exciting, team-oriented work environment. TransForm also administers an employee contribution 403b retirement plan and contributes to a transit benefit program. We offer a friendly, fast-paced, flexible workplace.

Our staff is focused on making positive change in the world, celebrates diversity and is committed to being intentionally inclusive in all of our relationships. TransForm is an equal opportunity employer. People of color are strongly encouraged to apply.

HOW TO APPLY

Interested individuals are invited to apply by submitting a short, descriptive letter of interest and resume to AdminAssist2012@TransFormCA.org. Resumes without cover letters will not be considered and please no phone calls regarding this position. The position is open until filled. To see if the position is still available, please go to www.TransFormCA.org and check if it is still listed in the "Jobs" section of our website.