

## **Administrative Coordinator**

**Status:** Full-time, non-exempt

**Compensation:** \$51,000 - \$56,000 annually

**Reports to:** Operations Director

**Supports:** President & CEO, Manager of Communications & Community Engagement

Catalyst of San Diego & Imperial Counties (Catalyst) connects and activates funders to learn, lead, and invest in our community. We envision an equitable, collaborative, and impactful social change ecosystem that improves the lives of all residents in our region. We champion equity and opportunity by influencing philanthropy and other social investors to intentionally address systemic bias that prevents people and communities from reaching their full potential. Review our full scope of activities at [www.catalystsd.org](http://www.catalystsd.org).

### **About this role**

Catalyst seeks a full time, non-exempt (hourly) administrative coordinator who will support office operations, as well as additional duties in support of the communications and membership work of the organization. The administrative coordinator will interact with all staff members and with our membership of 100+ organizations.

### **Essential Duties**

- Organizational support, working with Director of Operations (40%)
  - Support the effective upkeep of the office, including answering phones, greeting guests for the office suite, monitoring the office email account, collecting and sorting and recording mail, tracking and ordering supplies, and generating meeting materials as needed
  - Contribute to keeping the shared office suite kitchen, conference rooms, and storage areas clean and organized
  - Preparation of materials, room set-up/breakdown, catering orders, A/V testing, note taking, and Zoom link creation and management for virtual meetings for all-staff gatherings and other occasional meetings as needed. Meetings are both virtual and in-person, onsite and offsite.
  - Manage suite-wide conference room calendar
  - Schedule all-staff meetings and retreats, track and coordinate important dates
  - Support the keeping of orderly and organized physical and digital files
  - Support event registration and travel arrangements for CEO and staff
  - Other operational duties as required, including regular participation in organizational cohesion activities, e.g., staff meetings, professional development, etc.
- Communications support, working with Manager of Communications and Community Engagement (30%)
  - Support maintenance of Catalyst website including populating new event postings, processing and uploading graphics, and inputting updates with materials provided by various Catalyst teams
  - Populate biweekly newsletter with material provided by communications staff and consultants
  - Prepare automated email confirmations for events

- Create and/or post graphics for events and web posts (on the job training in Canva will be made available)
- Member services support, working with Director of Operations (20%)
  - Correspond with renewing members including populating and remitting invoices
  - Ensure database upkeep, including email listservs
  - Assemble and send welcome packages to new members
  - Track annual sponsors and sponsor benefits
- Other duties as they arise (10%)

### **Desired Characteristics and Qualifications**

The successful candidate will have the following qualifications:

- Enjoy detailed and task-oriented work
- Excellent organizational capabilities, including the ability to set up processes, systems, and workflow to ensure adherence to procedures and follow-up
- Demonstrated commitment to working in an inclusive way with diverse people and organizations
- Strong interest in working in the nonprofit sector and for a small, values-driven organization
- Ability to prioritize, handle multiple tasks, and communicate about deadlines
- Comfort with a hybrid (virtual and in-person) work environment
- Enthusiasm for customer service-oriented work, including face-to-face and phone interaction with a variety of constituents
- Be comfortable with the use of Microsoft Office (Outlook, Word, Powerpoint, Excel), and a willingness to learn project management software (Asana), CRM databases (Salesforce), graphic design tools (Canva), and website management systems (WordPress, etc)
- Ability to be present at gatherings throughout San Diego & Imperial Counties
- Values alignment. We are proud of our culture and strive to live our values - please carefully review and make sure we're the people for you!

### **Schedule and location**

Catalyst practices a four-day work week in which full-time employees work 32 hours, rather than the more common 40 hours. This is a full-time, non-exempt staff position expected to work 32 hours/week. A mutually agreed upon weekly work schedule will be established upon hiring. Typical business hours are Monday-Thursday between 8:30am-5:00pm but work will occasionally take place outside of those times to accommodate organization or community needs and to meet deadlines. Catalyst is closed Friday-Sunday.

Our organization uses a hybrid work model, with all staff working in the San Diego office on Wednesdays but otherwise working from home or out in community. The office is open Monday-Thursday for optional use.

### **Compensation and Benefits**

Compensation is \$51,000 - \$56,000 per annum, paid hourly.

Catalyst offers a generous benefits package that includes annually 12 paid vacation days (e.g. 3 weeks), 16 wellness/sick days, and office closure the last week of the year; health (medical/dental/vision)

benefits; a retirement plan (403b) contribution of 5% of salary independent of employee contribution; and flexible work hours and location. We also offer generous sabbatical, bereavement, and family leave programs.

Catalyst ensures all staff have the necessary tools to successfully work remotely from their home or locations in the community. As such, Catalyst provides all staff members with a computer and any necessary related technology (such a mouse and/or keyboard), relevant software and subscriptions for core job functions, a Catalyst phone number that can be accessed through an online platform, and a monthly technology stipend (\$60).

### **Covid-19 Vaccination Policy**

Catalyst requires that all staff members be fully vaccinated against COVID-19 and its variants, including any boosters recommended by the FDA and Centers for Disease Control and Prevention (CDC). Proof of vaccinations must be provided. An individual is considered fully vaccinated 14 days after receiving the final dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States or by the World Health Organization. Catalyst will waive its vaccination requirements, including recommended boosters, for religious or medical reasons.

### **To Apply**

Please provide a summary of your interest and relevant experience/qualifications in your preferred format. We encourage you to use materials you have used to apply to other positions if they are applicable to this position, like a resume or a cover letter. Catalyst will begin reviewing responses immediately and will begin candidate interviews February 1, 2024. This position is open until filled and will be removed from the job board when the application period closes.

Please send materials to [apply@catalystsd.org](mailto:apply@catalystsd.org). If you have a specific question about this role that is not addressed in the job description, please address them to [apply@catalystsd.org](mailto:apply@catalystsd.org) and we will do our best to respond in a timely manner.

*Catalyst of San Diego & Imperial Counties values a staff that includes perspectives from the diverse population of our region and the organization provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military.*