



## **Administrative Coordinator**

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

**Compensation:** \$20-24 per hour

**Reports to:** Manager, Engagement & Impact

**Supports:** President & CEO, Operations Manager

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 [catalystsd.org](http://catalystsd.org).

### **ABOUT THIS ROLE**

Catalyst seeks a full time, non-exempt (hourly) administrative coordinator who will support the CEO, as well as additional duties in support of the operational, fundraising, and membership work of the organization. The administrative coordinator will interact with all staff members and with our membership of 150+ organizations.

### **Essential Duties**

#### CEO support (30%)

- Manage active CEO office, including calendaring and correspondence
- Record and manage travel, expenses, and other operational aspects
- Assist with scheduling for committee and board meetings
- Research and draft correspondence and presentations (talking points and visuals)
- Draft operational memos, e.g. corporate records updates, board resolutions
- Take notes as needed for committee and monthly board meetings

#### Member services coordination (30%)

- Correspond with renewing members including invoices
- Support bi-annual member engagement program (develop engagement script and materials; track staff/volunteer member meetings, outcomes, and follow-up; and conduct member meetings)
- Ensure database upkeep including email listservs
- Send welcome packages to new members
- Track annual sponsors and sponsor benefits

#### Organizational support, working with Operations Manager (30%)

- Scheduling, conference room reservations, preparation of materials, room set-up/breakdown, catering orders, A/V testing, note taking, and Zoom link creation and management for virtual meetings. Meetings are both virtual and in-person, onsite and offsite.
- Manage suite-wide conference room calendar
- Support the effective upkeep of the office, including answering phones, greeting guests for the office suite, monitoring the office email account, collecting and sorting 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
- Schedule staff meetings, track and coordinate birthday celebrations, staff retreats, and other notable celebrations
- Support the keeping of orderly and organized physical and digital files

#### Other operational duties as required (10%)

- Including regular participation in required and optional organizational cohesion, e.g., staff meetings, professional development, book club

#### **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
- Have a mastery of Microsoft Office (Outlook, Word, Powerpoint, Excel), project management software (Asana, Basecamp), Salesforce (CRM databases)
- 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**

This is a full time, non-exempt staff position expected to work 40 hours/week. A mutually agreed upon weekly work schedule will be established upon hiring. Typical business hours are Monday-Friday 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.

## **COMPENSATION AND BENEFITS**

Compensation is hourly at \$20 or 24 per hour. Candidate will receive \$24/hour if they have at least 2 years' experience in the nonprofit or philanthropic sector AND at least 2 years as an administrative assistant; otherwise \$20/hour. Catalyst offers a generous benefits package that includes approximately 10 vacation days plus office closure December 24-January 1; 48 hours sick time accrued per year; health (medical/dental/vision) insurance valued at \$600/month and cash in lieu of this benefit if it is not used fully; retirement (403b) contribution of 5% of salary independent of employee contribution (for this position valued at approximately \$2,000-2,500 per year); and flexible work hours and location.

## **COVID-19 VACCINATION POLICY AND RELATED PRACTICES**

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 FSA 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.

Staff are currently using a hybrid work model, with the office open Monday-Friday for voluntary use. All staff are required to work from the office on Wednesdays and in person at the office or offsite when member and other meetings require. When in the office with others, we wear masks in shared areas.

## **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 June 1, 2022.

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.*