

Pacific Institute Office Manager / Executive Assistant Job Description

Position Title: Office Manager / Executive Assistant

Application Deadline: November 9, 2018

Hours: Full Time (35 hours per week)

Location: Pacific Institute office, Oakland, CA

Reports to: Pacific Institute President and Chief Operating Officer

Salary: Commensurate with experience, very competitive benefits package

About the Pacific Institute

Founded in 1987, [The Pacific Institute](#) is a global water sustainability think tank that combines science-based thought leadership with active outreach to influence local, national, and international efforts in developing sustainable water policies. Our mission is to create and advance solutions to the world's most pressing water challenges. From working with Fortune 500 companies to disenfranchised communities, we lead local, national, and international efforts in developing sustainable water policies and delivering meaningful results.

Position Description

The Pacific Institute is seeking a full-time Office Manager/Executive Assistant. The successful candidate will oversee a variety of responsibilities covering many aspects of the organization's administrative, financial, and operational work. This position requires a diverse skill set, as it includes both the tasks associated with an Executive Assistant role (calendar, travel planning, expense tracking), as well as some more technical components (managing the organization's database, contributing to our financial and office management, and human resources procedures). We are looking for a detail-oriented and versatile self-starter who can embrace the challenge of this diverse job description. This is an important position in a growing non-profit as it supports and oversees many necessary operational tasks of the organization and helps create an efficient and high-functioning work environment for a team of Oakland-based and off-site researchers.

Responsibilities

Office Management

- Act as a liaison to property management and oversee office upkeep
- Purchase and maintain office supplies
- Process daily incoming and outgoing mail
- Greet visitors, answer general calls and e-mails to the Institute

- Work with IT Specialist to make certain all office machines and telephones are in good working order
- Organize and maintain organization's records and files – paper and electronic
- Oversee event and party planning
- Manage Office Outlook calendars

Human Resources

- Assist Chief Operating Officer and Finance Manager in benefits administration functions such as:
 - Assist in organizing the application process for new staff hires
 - Review new hire forms for completion and process benefits enrollments
 - Create and maintain personnel files
 - Assist all staff with the use and management of their benefits, including enrollment updates and general maintenance
- Orient new staff to office procedures

Financial/Accounting

- Log incoming checks
- Prepare check request forms for payments to vendors
- Enter accounts payable into QuickBooks, print checks for signature, maintain vendor files
- Maintain deposit records and bank reconciliation files
- Perform data entry and administration for a Salesforce database. Assist staff in their efforts to use the database
- Organize/assist in sending out appeal letters and thank you letters to donors

Executive Assistant

- Coordinate travel logistics including transportation, accommodations, and itineraries
- Prepare and submit expense reimbursements for President and President Emeritus
- Provide project support for executive-related projects, as needed
- Handle correspondence for President and President Emeritus and Chief Operating Officer as needed
- Manage calendar for President and President Emeritus: schedule meetings, including preparation and follow up

Board Liaison

- Schedule quarterly board meetings
- Maintain board roster, bios, and relevant board-related documents
- Take and report board meeting minutes
- Schedule, attend, and take notes at board committee meetings

Required Qualifications

- Prior relevant experience in a similar position
- Proficiency with Microsoft Office applications; Word, Excel, PowerPoint, Outlook Calendar, and Outlook e-mail
- Excellent interpersonal, written skills, and time management skills
- Experience with database and financial management applications
- Travel and expense account experience
- Experience with managing projects to completion
- Strong attention to detail, and ability to demonstrate flexibility in a fast paced, ever-changing environment
- Ability to handle information with utmost discretion

Desired Qualifications

- Prior Salesforce database experience
- QuickBooks financial management experience
- Event planning experience
- Nonprofit work experience

Compensation

This is a full-time, salaried position at 35 hours per week. Starting salary commensurate with experience. The Institute's competitive benefits package includes a fully paid group health and dental plan, employer-sponsored 403B plan, paid holiday, vacation, and sick and family leave.

Application Process:

Please submit a cover letter and resume to: jobs@pacinst.org. Pacific Institute is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status. We will accept applications for this position until November 9, 2018. For information about Pacific Institute, visit www.pacinst.org. No calls please.