



## Administrative/Project Associate

**Reports To:** VP Strategic Partnerships

**Location:** On-site in Los Angeles

### **Description:**

Community Initiatives is an Oakland-based nonprofit service organization providing over 100 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

To better serve our growing network of projects, we are excited to announce the opening of our new Los Angeles office. This expansion allows us to offer more localized support to our projects in Southern California, strengthening our ability to provide tailored services and fostering closer connections with the communities we serve across the region.

### **Position Overview:**

The Administrative/Project Associate position is a full-time, mid-level role dedicated to supporting the VP of Strategic Partnerships by providing comprehensive administrative and project management support. This role is essential in ensuring the smooth operation of the VP's office, including managing scheduling, conducting research, preparing documents and presentations, and handling office management tasks for the Los Angeles office.

### **Key Responsibilities:**

- **Calendar Management:** Collaborate with the VP to schedule meetings, manage their calendar, and ensure all appointments are organized effectively.
- **Meeting Preparation:** Proactively support the VP by conducting research, gathering background information, and preparing necessary documents, financial analysis, and presentations for meetings.
- **Special Projects:** Assist with various special projects as needed, providing project management support to ensure successful completion.
- **Office Management:** Serve as the Office Manager for the Los Angeles office, which includes:



- Scheduling and greeting visitors, including adding them to the building's visitor portal.
- Maintaining office supplies and ensuring the office operates efficiently.
- Acting as the primary liaison with building management for any facility-related needs.
- **Project Management:** Manage specific projects assigned by the VP, ensuring they are completed on time and meet the desired objectives.
- **General Support:** Provide general administrative support to the VP and the office, handling additional duties as required.

#### Qualifications:

- **Education:** BA/BS Degree in Business Administration, Communications, Office Administration, Project Management, Public Administration, Finance or a related field.
- **Experience:** 2-3 years of relevant work experience in a similar role.
- **Skills:**
  - Strong organizational and time management skills.
  - Proficiency in MS Office, Teams, Salesforce, and a willingness to learn new software as needed.
  - Excellent writing and analytical abilities.
  - Strong verbal communication skills, with the ability to interact effectively at all levels.
  - Independent thinking and problem-solving skills.
  - Proactive and able to work both independently and as part of a dynamic team.

This is a full-time, 40 hour per week position that includes excellent benefits including:

- Fully paid medical, dental and vision
- 401k with employer match
- Basic life insurance, AD&D, STD & LTD
- Vacation, sick leave, floating holidays
- 12 paid holidays



Competitive pay \$31-36/hour dependent upon experience. Interested candidates should submit a cover letter and resume to [jobs@communityinitiatives.org](mailto:jobs@communityinitiatives.org)

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.