

**El Pajaro Community Development Corporation**  
**Job Description**

**Job Title: Administrative Manager**

**Summary:** The Administrative Manager is responsible for overseeing the operations of El Pajaro CDC. Responsibilities include office administration, contracts and risk management; bookkeeping and financial reporting; handling program logistics and facilities' needs, and support for the Board of Directors. The Administrative Manager reports to the Executive Director and directly supervises the work of interns or other volunteers.

**Principal Duties and Responsibilities:**

**I. Office administration**

1. Maintains a helpful, friendly, courteous and efficient atmosphere in the CDC office for coworkers, tenants, and visitors. This includes ensuring a clean and professional presentation of El Pajaro CDC office and other facilities.
2. Oversees efficient management of reception, telephones, mail, and overall customer service.
3. Oversees all vendor contracts serving Plaza Vigil and the Kitchen incubator.
4. Oversees proper maintenance of office supplies and office equipment, supervising janitorial work and general clerical work.
5. Maintains inventory of office supplies.

**II. Bookkeeping, financial reporting and risk management**

1. Ensures that bookkeeping and banking records and financial reports are accurate, current and completed on time.
2. Coordinates bank reconciliation and accounting management with accountant.
3. Ensures all tax documents are accurate and submitted on time.
4. Manages accounts receivable and payable.
5. Ensures payroll is accurate and processed on time.
6. Assists the Executive Director in the preparation of the annual budget and ensures operations costs remain within budget.
7. Ensures that all insurance policies are current and maintains insurance records and files.
8. Oversees implementation of the organization's risk management and safety policies.

**III. Logistics and facilities needs of the programs**

1. Assists Executive Director and other staff in planning and managing events.
2. Ensures that training facilities, audio visual and training materials are prepared for trainings and client meetings.
3. Ensures that outreach specialist has materials, equipment and supplies needed for effective outreach.
4. Oversees the training registration process.
5. Supervises program interns and other volunteers assisting with programs.

**IV. Support the Board of Directors**

- Assists Executive Director as needed with preparation of reports for the board of directors.
- Oversees the preparation of the board meeting packets.
- Records board meeting minutes.
- Provides general support to the board such as scheduling communications and preparing committee notes.

### **Requirements/Skills:**

- Strong interest and/or background in nonprofit management
- Strong customer service skills
- Excellent oral and written communication skills, including proper English and Spanish usage, spelling and grammar
- Experience writing and proofreading business correspondence
- Technically savvy with a solid understanding of most office programs such as Windows, Microsoft Excel, Access, Word, Outlook and PowerPoint and database management
- Basic knowledge of creation of charts and graphs
- Aptitude to be trained in additional software programs
- Ability to self-manage and problem-solve
- Ability to work independently as well as collaboratively with a diverse team
- Ability to set appropriate priorities, meet deadlines and manage multiple projects
- Strong organizational skills and attention to detail
- High level of accuracy
- Able to interact with visitors, tenants, consultants, staff, Board members in professional, courteous, and tactful manner
- Experience supervising employees.

### **Required Education and Experience**

- Bachelor's Degree in related field or equivalent experience
- Minimum 5 Years' Experience in non-profit and office management
- Minimum 5 Years' Experience in a business office environment
- Successful candidate must be Fluent speaking and writing English and Spanish

### **Desired Education and Experience**

- Experience in community economic development organization management
- Familiarity with the Microenterprise Development and Microfinancing field

### **Licenses and Certifications**

- California Drivers License and associated insurance

### **Special Requirements**

Attendance at some evening meetings and an occasional weekend meeting is required and is a condition of employment.

Occasionally the employee will be required to travel, usually within the state of California. These could be day trips or require overnight stays.

**Dress Code**

It is expected that all El Pajaro CDC employees will maintain a neat appearance and will project a professional and businesslike image in dealing with other employees, clients, volunteers and the general public. This agency reserves the right to define appropriate standards of appearance for the workplace. (See Employee policies.)

**Salary Range: commensurate with experience.**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be able to see close, far and peripherally, must have depth perception and be able to adjust focus.

Employee must occasionally lift and/or move up to 25 pounds

**TO APPLY:**

Please email a cover letter, resume and application to [jobs@elpajarocdc.org](mailto:jobs@elpajarocdc.org) by June 16, 2016 at 5:00 PM. No phone calls or faxes.