

Senior Administrator

Status: Open as of May 21, 2024 until filled

The West Oakland Environmental Indicators Project, one of the leading Environmental Justice organizations in the Bay Area, is searching for a seasoned Senior Administrator with a strong nonprofit finance background to oversee our core operations as an integral part of our next phase of growth and transition.

WOEIP has a twenty-year track record of using participatory research and collaborative problem-solving techniques to drive policy change, community development, and coalition-building in West Oakland and beyond. We're seeking a Senior Administrator to step into a hands-on role overseeing WOEIP's financial administration and managing the day-to-day functions of the organization, including office and IT infrastructure, organizational process, and human resources.

We are looking for someone with proven experience implementing structure, navigating organizational change, and collaborating with both executive leadership and staff. Reporting to our Co-director (Finance & Operations), the Senior Administrator is the glue that keeps our work functioning, productive, and successful.

Goals and outcomes

- Organization's financial records are thoroughly tracked, maintained, and accurate.
- Organizational budgets are well documented and accessible to relevant teams.
- All members of the team have access to the operational tools, structures, and documentation they need to do their best work.
- Our co-directors are able to step back from day-to-day operational tasks to focus on our vision, strategic planning, partner development and other external activities.

Responsibilities

- **Finance (50%)**
 - Accounting oversight (managing and liaising with our accounting vendor-partner)

- Budgeting, forecasting, and financial strategy support
- Reporting (preparing financial and budgeting statements as needed, monthly/quarterly/annual reporting, etc)
- Tax prep support (coordinating with our tax preparation vendor-partner)
- Overseeing legal compliance procedures (insurance renewals, charity registration, etc).
- **Operations (30%)**
 - Supporting board operations (meeting planning and coordination)
 - Organizational process implementation and documentation
 - Maintaining our IT infrastructure (e.g. phone, computer, and security systems)
 - Facilities and vendor management
- **Human resources (20%)**
 - Supporting staff benefits administration (e.g. coordinating with our vendor-partners, supporting staff enrollment)
 - Supporting occasional hiring and onboarding processes (managing job descriptions, tracking and filing applicant paperwork, onboarding new hires to team systems and processes)

A good fit...

- Has 5-10 years of experience managing all aspects of nonprofit finances for a small to midsize organization, including generating and analyzing financial reports.
- Has experience navigating organizational change.
- Has a demonstrated history of selecting and managing vendor relationships, creating and socializing processes and workflows, and implementing technical systems.
- Has at least 2-3 years of experience managing HR benefits programs.
- Cares deeply about every detail and is fiercely committed to accuracy and transparency.
- Understands how to balance big picture project management with the urgency of responsive execution.

- Is committed to learning and applying [Environmental Justice principles](#) when working with community members and vendors, administrative staff in multiple levels of government, business representatives, allies, and our team.
- Is extremely proficient in financial and business software, such as Quickbooks, Google and Microsoft Office Suite (especially Google Workspace and Microsoft Excel), project management software, Zoom and other video conferencing software, and is comfortable selecting and setting up software and systems to support our work.

Compensation and benefits

- This is a full-time exempt position, beginning immediately at 40 hrs/week. Salary range is \$90,000-105,000 annually.
- We offer a generous benefits package that includes unlimited PTO; paid health, dental and vision coverage; a retirement savings plan with up to 5% employer match; a \$600/month additional benefits stipend; and a hybrid work environment.
- On-site hours are expected Tuesdays and Thursdays in West Oakland, CA (one block from West Oakland BART; free parking available).

About WOEIP

WOEIP is a resident-led, environmental justice nonprofit helping West Oaklanders achieve healthy homes, healthy jobs, and healthy neighborhoods for all who live, work, learn, pray and play in our community.

We are an equal-opportunity employer. We are a small team that values direct and open communication, power-sharing and leadership development, acknowledging our own and each others' unique lived experiences and relationships to privilege, and centering the voices of those most impacted by our work. We especially welcome candidates who identify as Black, Indigenous, people of color, LGBTQ+, or other underrepresented or historically marginalized groups, as well as those with connections to West Oakland. If you need accommodation for a disability during the application process, please let us know.

How to apply

Send a letter explaining your interest in the role, along with a resume, to working@woeip.org. Due to limited capacity, we cannot accept phone calls, personal emails, or walk-ins. We appreciate your understanding.