



COMMUNITY WATER CENTER

EL CENTRO COMUNITARIO POR EL AGUA

Job Description

Title: Administrative Assistant

Organization: Community Water Center

Location: Based in Visalia, CA. All candidates for this position must be able to report in-person to a CWC office at least two days per week. Staff are expected to report in-person for work more than two days a week if needed based on job responsibilities.

The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy in California. CWC has offices in Visalia, Watsonville and Sacramento, CA. The Center employs four primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice.

Position Description

The Administrative Assistant is a regular, full-time, non-exempt, position based out of the Visalia office. All employees at CWC are "at will." This position is responsible for providing clerical and program support to the organization. This position reports to the Administrative Associate and will also work closely with other CWC staff, community partners, independent contractors, allies and vendors.

Ideal Candidate

The ideal candidate will be excited to highlight their job skills, have a positive attitude, and is a proactive problem-solver. They are well-organized, pay attention to detail, and will perform a variety of tasks to support efficient operations of the CWC's three offices.

Major Responsibilities

Administrative

- Draft, edit and distribute internal staff communications.
- Review and revise materials to verify accuracy and completeness.
- Support with the recruitment/onboarding of new employees.

- Support with accounts payable/receivable and month-end reporting procedures.
- Assist with mail processing.
- Scan, organize, and/or distribute various documents as needed.
- Create and maintain paper and electronic records related to CWC's operations, accounting and human resources with the ability to keep sensitive information confidential.
- Assist with scheduling meetings, coordinating events, travel logistics and other needs as assigned.

Data Collection & Tracking

- Conduct data entry and gather data to generate reports.
- Track and monitor expenditures and other key operational data.
- Manage our expense tracking software, Expensify.
- Import and export data into relevant software programs.
- Assist with performing research for special projects and programs.

Facilities Management

- Ensure that all three office facilities are operating smoothly and efficiently.
- Staff the front desk of the Visalia office.
- Ensure the office is neat and organized, greet and direct visitors, answer phone calls.
- Lead the management of our three office spaces, including planning to accommodate new staff or manage staff transitions.
- Lead the troubleshooting of technology and facilities issues.
- Order and receive supplies and equipment.
- Ensure company vehicles are properly maintained.

General Duties

- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.
- Actively participate in program strategy and staff meetings.
- Actively participate in CWC fund development activities, such as donor drives, online appeals, and other events.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Required Qualifications

- Fluent in English and Spanish (written and oral).
- Excellent communication, typing, time management, and organizing skills.
- Ability to work in a fast-paced environment, stay organized, be flexible and adapt to changing circumstances.
- Proficient computer skills including, at minimum: Microsoft Office, Google Apps, and ability to troubleshoot software and computer equipment problems.
- Willingness to develop new skills.
- Ability to keep sensitive information confidential.
- Ability to accept praise and feedback.

- Valid CA driver's license.
- Have or be willing to receive COVID-19 vaccination.

Desired Qualifications

- One year minimum of administrative experience.
- One year of relevant college-level course work in computer applications and business (office skills).
- Experience troubleshooting office equipment and software issues.
- Event logistics experience.

Starting Date: Open until filled

Salary Range: Starting at \$20-25 per hour; based on experience and qualifications.

Application: Email resume and cover letter to careers@communitywatercenter.org

In the email subject line add "Administrative Assistant position -- [Your name]". The cover letter must address if the applicant is fluent in English and Spanish (written and oral) and how the applicant's experience/education enables them to be able to perform the job duties.

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

Vaccination Policy: To ensure the health and safety of staff, community partners, and other stakeholders we interact with, CWC requires employees to be fully vaccinated against COVID-19 as a condition of employment, unless a medical or religious accommodation is approved before the first day of employment. As such, newly hired employees will be required to provide proof of their COVID-19 vaccination. Fully vaccinated against COVID-19 means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at www.communitywatercenter.org.