

Administrative Specialist

Announcement and Description

Civic Thread, formerly WALKSacramento seeks an experienced administrative specialist to grow the impact of a small and effective nonprofit organization. This position is ideal for a mid to senior-level professional

About Civic Thread

Civic Thread, formerly WALKSacramento, is a nonprofit organization dedicated to improving health equity in the built environment by elevating institutionally underserved voices and priorities to co-create communities, neighborhoods, and places where everyone can thrive.

Civic Thread partners with community-based organizations, residents and local, regional, and state agencies to achieve health, equity, environmental justice, and mobility goals through strategies involving Safe Routes to School, community-based planning, strategic marketing and outreach, and technical assistance.

Civic Thread has managed Safe Routes to School programs at over 100 schools across the 6-county region and helped secure several million dollars in transportation funding through the State's Active Transportation Program. As planning and design consultants, we implement effective engagement strategies and identify creative bicycle/pedestrian solutions. As policy advocates, we work at the local and regional levels to inform and adopt smart growth and environmental justice supportive policies. We also work with developers and land use planners to ensure developments are supportive of healthy walkable, bikeable, and transit-friendly communities.

About This Position

The Administrative specialist will work closely with the executive director, project managers, and the bookkeeper to manage administrative and financial tasks that support organizational functions. The Specialist will oversee the organization's budget and develop and implement systems to account for internal and external financial transactions in coordination with the bookkeeper. The administrative Specialist is also tasked with supporting other administrative and bookkeeping duties as assigned, including the monthly management of project budgets, project invoicing, vendor coordination, and processing of external payments. The administrative Specialist reports to the Executive Director and supports all administrative functions of the organization.

This posting is for a full-time position of 37.5 hours per week.

Compensation and Benefits

- \$30-\$32 per hour DOE
- Competitive medical expense reimbursement plan
- 12 days of paid vacation per calendar year
- 12 days of paid sick leave per calendar year
- 12 paid holidays per calendar year

Responsibilities

Responsibilities include, but are not limited to:

- Analyze budget including a monthly and quarterly budget review, reconciliation against the bank ledger, and financial projections.
- Regularly coordinate with staff, bookkeeper, the executive director, clients, and partners to ensure consistent invoicing, proper record keeping and on time payments.
- Work with executive director and CPA to conduct annual reviews of financial statements.
- Process invoices including tracking partner invoices against associated budgets, communicating and resolving discrepancies, and processing payments in a timely manner.
- Coordinate with the insurance broker, clients, and partners to process event applications, certificates of insurance, waivers, and annual insurance audit.
- Process payroll and reimbursement checks including coordinating with staff, the executive director, and the bookkeeper to ensure timesheets and payments are on time.
- Work with executive director and the bookkeeper to file appropriate local, state, and federal paperwork including, Statement of Information, Registry of Charitable Trusts, Business Property Statement, etc.
- Support executive director in analyzing and modifying contracts with clients and vendors.
- Other Admin related duties as assigned

Qualifications and Skills

The ideal candidate will be a highly self-motivated individual who enjoys working independently as well as part of a dynamic small team. The candidate must be able to demonstrate 4-6 years of experience with the following:

- Experience managing administrative duties including, coordinating with clients and organizational vendors, contract review, and calendar management

- Ability to work in a diverse team with a passion for equity, environmental justice, and social justice.
- Excellent communication skills, including ability to effectively communicate with diverse clients where cultural sensitivity and respect is important.
- Experience developing and reviewing contracts, memorandums of Understandings, service agreements and other similar documents.
- Extensive experience tracking, reviewing, approving, and issuing invoices.
- Experience with general bookkeeping and Generally Accepted Accounting Principles (GAAP)
- Proficiency in office software, such as QuickBooks Online, Microsoft Excel, Word, and Outlook.
- Excellent attention to detail, organizational, communication and record keeping skills.
- Ability to coordinate with youth, community members and small grassroots organizations who may require additional support navigating bureaucratic processes and procedures.

Submission Deadline: Wednesday, August 8th at 5:00 p.m.

Select applicants will be invited to participate in the capabilities test during the week of August 11th. Interviews will be scheduled on a rolling basis in late August.

If interested, please send 1) a resume and 2) a brief bio to contact@civicthread.org in a single PDF. Use the subject line: **Admin Specialist – Last name, First name**