



## **Project Administrator - Hiring Announcement and Job Description**

Civic Thread seeks an enthusiastic Project Administrator to grow the impact of a small and effective organization. This position is ideal for a professional with 3–5 years of experience who is interested in planning, public health, community development, social justice, and/or active transportation.

### **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 Project Administrator (PA) will oversee the administrative elements of existing and future projects under several program areas, including local and regional community-based transportation planning projects and state and local advocacy initiatives for mobility justice. As part of this role, the PA will oversee project budgets, develop and implement systems to account for project related financial transactions, which could include vendor and sub-consultant management, monthly invoicing, and support

project and administrative work as needed. The PA reports to the Executive Director and supports all project related administrative functions in close collaboration with project managers.

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

### **Compensation and Benefits**

- \$32- \$36 DOE
- Competitive medical expense reimbursement plan
- 12 days of paid vacation per calendar year and 12 days of paid sick leave per calendar year
- 12 paid holidays per calendar year

### **Responsibilities**

Responsibilities include, but are not limited to:

- Manage project budgets ranging from \$10,000 - \$1.25M, including a monthly and quarterly budget review, 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.
- 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 project related event applications, certificates of insurance, waivers, etc.
- Support executive director in analyzing and modifying new contracts with clients and vendors.
- Attend community meetings, public meetings, and partner meetings that align with Civic Thread's mission.
- Other admin or project 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 3-5 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.
- 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.

**Application Deadline: Sunday, October 15 @11:59 pm**

Interviews are scheduled on a rolling basis in early November. Anticipated start date: December 4, 2023. **To apply, please send 1) a resume 2) a cover letter and 3. Subject Matter Expertise Responses in a single pdf to [contact@civicthread.org](mailto:contact@civicthread.org).**

Use the subject line: **Project Administrator Application – Last name, First name**

*Civic Thread is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression), marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Persons of color, LGBTQ+ people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.*

## Project Admin: Subject Matter Expertise

Your responses should be at least 250 words.

Please submit responses with your job application materials in one single PDF to [contact@civicthread.org](mailto:contact@civicthread.org) as indicated in the job posting.

1. Cite a specific example of a time where you managed the administration of a project, or relevant administrative duties (as listed in the job description). What was your approach to organization and communication? What were the pain points?
2. Cite a specific example of a project where you had to effectively communicate with diverse colleagues and clients where cultural sensitivity and respect is important. What was the outcome of the relationship and the project? How did you find success?