JOB DESCRIPTION: ADMINISTRATIVE COORDINATOR

Rising Sun seeks a detail-oriented, motivated, and enthusiastic individual to provide organizational and program-specific administrative, HR, and finance support. We are looking for someone who values efficiency and who enjoys systems, processes, and helping people.

The Administrative Coordinator works closely with all staff to maintain and improve administrative, HR, financial, and operational systems, and to provide flexible support organization-wide. The Administrative Coordinator reports directly to the Senior Operations Manager and is part of Rising Sun’s administrative and operations team.

A successful Administrative Coordinator:

- Thrives in a fast-paced environment with competing demands and priorities. You’re organized and self-motivated with good attention to detail. You are an accomplished task juggler and you use your time efficiently.
- Enjoys working with diverse groups of people. Relates to people in an open, friendly, and professional manner.
- Listens effectively; can translate people’s problems into solutions. Asks appropriate questions to clarify meaning of written and verbal communications.
- Inquires when unclear, asking questions for clarity and checking for understanding. You know how to communicate about your workload and priorities and manage up to get the support you need to accomplish your tasks.
- Loves organizing and thinks systematically; derives satisfaction from being able to make things simpler and more efficient for themselves and those around them
- Detail-oriented; able to break apart complex tasks into their distinct pieces;
- Understands when its critical to go through tasks or projects with a fine-toothed comb. Thinks at least one step ahead in order to complete tasks and projects on time.
- Likes to train people and can teach people new systems and processes
- Likes to work on a wide variety of tasks and projects.

The Administrative Coordinator is responsible for:

GENERAL ADMINISTRATION AND RECEPTION

- Create, maintain, and streamline administrative and operational systems including building systems and procedures
- Welcome guests to the Rising Sun office and direct them to appropriate staff
- Keep Rising Sun’s office and storage spaces clean and organized; ensure that staff do their part to keep the space well-maintained
- Maintain office supply inventory and order new supplies; keep kitchens and bathrooms stocked; ensure staff have what they need to fulfill their job functions
• Work with external vendors
• Support maintenance of the Rising Sun server
• Provide support for Rising Sun office, social, program and other events
• Support staff with Salesforce data entry
• Additional administrative support as needed

HUMAN RESOURCES
• Process and track HR paperwork in organization’s HRIS for high volume of seasonal program employees and permanent staff
• Support with state and federal paperwork compliance requirements
• Co-lead permanent employee onboarding and orientation calendars and processes with Senior Operations Manager and Office & Sustainability Manager; ensure all appropriate Rising Sun staff are involved in onboarding and orientation processes; participate in onboarding
• Other human resources support as needed

FINANCE
• Support with internal accounts payable procedures; suggest and implement improvements as necessary
• Co-lead with Senior Operations Manager trainings and information sharing on finance software and/or processes (e.g. payroll, reimbursements, etc.)
• Support annual audit preparation, execution, and follow-up
• Support with payroll and benefits tasks and processes
• Other finance support as needed

To be considered for this position, you must have:
OFFICE ADMINISTRATION SKILLS
• Strong written and verbal communication skills
• Experience managing, analyzing, and troubleshooting large amounts of information
• Familiarity with Zenefits or other HRIS
• Basic understanding of payroll practices and processes

COMPUTER AND WORD PROCESSING SKILLS
• Must be proficient in Windows OS and Microsoft Office Suite, including the ability to download, install, and perform basic customization of programs
• Familiarity with Google Suite (Gmail, Google Drive, Google Sheets)
• Ability to learn software systems quickly

It’s a big plus if you have:
• 1-2 years of prior office administration experience
• Experience with complex systems, problem-solving, and coordinating program logistics and operations.
• Ability to troubleshoot IT problems; knowledge of IT and networking systems
• Knowledge of Salesforce
• Valid CA driver’s license, valid auto insurance, and car ownership. Driving done on behalf of Rising Sun will be reimbursed at the federal mileage rate.
• Willing to travel during program dates (May through August) as needed
• Able to lift and carry up to 25 pounds and climb ladders as part of ongoing inventory management, ability to be physically active.
• Experience working with or volunteering with nonprofit organizations, especially in workforce development, youth development, and/or environment
• Fluency in a second language (Spanish preferred)

About Rising Sun:
Rising Sun is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994. With offices in Oakland and Stockton, our workforce development programs are grounded in resiliency and specialize in serving youth, women, and individuals in reentry. Opportunity Build provides a pathway out of poverty for low-income adults experiencing barriers to employment through pre-apprenticeship training, case management, and job placement in the building trades and construction. Climate Careers gives local low-income youth their first green job, training them to provide free residential energy efficiency services throughout the nine Bay Area counties and San Joaquin County.

About our culture:
We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits:
This is a full-time, exempt, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations.

Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.
RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER
Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume and cover to laettner@risingsunopp.org, and include “Administrative Coordinator” in the subject line.