



Executive Assistant and Office Manager -- Position Description

HOURS: 30 to 40 hours per week

LOCATION: 131 Steuart Street, San Francisco, CA (currently all staff work virtually)

PRIMARY RESPONSIBILITIES

Executive Assistance

- Scheduling for President and Chief Program Officer, coordinating meetings, travel, convenings
- Supporting the Foundation's Leading Edge Fellowship Program:
 - General administrative tasks, scheduling monthly meetings with fellows and consultants, disseminating materials, supporting the alumni fellows network
 - Managing all logistics, travel, hotel, meeting rooms, meals, reimbursements, etc. for quarterly retreats and periodic workshops
- Scheduling and communications with Rosenberg Foundation Board
- Hosting conference room meetings for community partners and Board
- Supporting special events and periodic large convenings of philanthropic partners and grantees
- Managing phone and email traffic and handling general administrative tasks
- Maintaining and updating contacts database
- Maintaining Foundation filing systems and tracking receipts

Office Management

- Maintaining the office, equipment and voicemail system
- Inventory/ordering office equipment and supplies

Grants Management Assistance

- Contribute to and support coordination of quarterly Board materials

Computer Systems and Website Coordination

- Primary contact for technology and website consultants
- Computer troubleshooting for staff as needed
- Maintaining and archiving shared electronic files
- Primary contact for shared contacts database and shared calendar

Professional Development/Community Engagement

- Attend trainings for professional growth

DESIRED SKILLS

- Excellent organizational skills and attention to detail
- Strong interpersonal skills, verbal and written
- Familiarity with GoogleDrive, Box (or similar programs), Microsoft Word, Excel, Salesforce, Outlook
- Event coordination experience
- Ability to work well with all levels of internal management and staff, outside clients and vendors
- Resourceful and able to work independently

SALARY: \$85,000 - \$95,000 DOE

TO APPLY:

Please submit resume and cover letter to Lisa Kawahara at lisa@rosenfound.org

Deadline: Friday, January 21, 2022 or until position is filled.

The Rosenberg Foundation is an equal opportunity employer and encourages people of color, people with disabilities, formerly incarcerated people, LGBTQ+/gender nonconforming people and all others with diverse backgrounds to apply. For more information about the Foundation, please visit: www.rosenbergfound.org.