

Leadership Oakland Job Posting – Office Administrator

Leadership Oakland seeks a part-time Office Administrator to support organizational operations. Leadership Oakland is a financially stable, 501(c)(3) non-profit dedicated to bringing together leaders from across the region to develop and enhance personal, professional and community leadership skills.

Working directly with the Executive Director, Program Manager and Board of Directors, the Office Administrator will provide administrative, program and customer support (20-25 hours/week) to ensure the smooth operations of the organization.

Essential Duties & Responsibilities

- Program support – manage correspondence between program applicants, participants, speakers, etc.; assemble and distribute monthly program agendas; maintain tuition payment and attendance records, etc.
- Event coordination – Schedule and coordinate venue logistics; manage registrations and confirmations; invoice and track payments; manage check-in process during event, etc.
- Administrative support – serve as an administrative contact for the organization; answer, return or route calls and general email; maintain office supplies
- Financial/bookkeeping – Process invoices, credit card payments; maintain tracking documents; execute banking duties, etc.
- Board liaison – schedule meetings, distribute Board correspondence, prepare meeting venue, etc.
- Maintain the organizational database; run necessary reports and analytics
- Work occasional early morning, evening and weekend hours, as events require
- Perform other duties, as assigned

Key Attributes

- Superior interpersonal skills; ability to communicate effectively and personably with various organizational levels and diverse personalities
- Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality
- Able to work independently as well as collaboratively
- Good problem-solving skills and a willingness to be proactive
- Flexible with an optimistic attitude and solutions-oriented approach
- A passion for professional and community development
- Commitment to continuous learning and improvement

Qualifications

- Minimum 3-5 years' experience in an administrative/operational role
- Proficient in Microsoft Office and database administration (CiviCRM, a plus)
- Post-secondary education beyond high school diploma (Certificate completion, Associate or Bachelor's degree)

Interested candidates may email their resume and cover letter to Nancy Maurer, Executive Director, at nmaurer@leadershipoakland.com.