Job Description

Title: Administrative Assistant
Organization: Community Water Center
Location: Visalia, CA

About Community Water Center
Community Water Center acts as a catalyst for community-driven water solutions through organizing, education, and advocacy. We seek to build and enhance leadership capacity and local community power around water issues, create regional movements for water justice in California, and enable every community to have access to safe, clean, and affordable drinking water.

At CWC, we believe that safe, clean, and affordable water is a human right, not a privilege. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. We are looking for candidates who share our values, who bring a willingness to contribute to our mission and to the growth of a new organization, and who are open to developing their skills.

Position Description
The Administrative Assistant is a regular, full-time position, non-exempt, hourly, employee position based out of the Visalia office. All employees at CWC are “at will.” The Administrative Assistant is primarily responsible for providing clerical and program support to the organization’s administrative and operations systems. This position reports to the Administrative Associate and will also work closely with other CWC personnel, independent contractors, allies and vendors.

Ideal Candidate
The ideal candidate will be excited to highlight their job skills, have a positive attitude, and be a problem-solver. They will perform a variety of delegated tasks and support the day–to–day activities assigned to ensure sustainable, efficient and effective operations of the organization and its three offices.

Major Responsibilities
Administrative
- Develop documents involving the use of programs such as Microsoft and software features such as charts, tables and graphics.
- Prepare and edit a wide variety of materials such as all staff emails, announcements, vendor forms, reminder memos and flyers.
- Review and revise a variety of documents and information to verify accuracy and completeness.
● Support with the recruitment/onboarding of new employees.
● Support with accounts payable/receivable and month-end reporting procedures
● Assist with mail processing.
● Document scanning, sorting, copying, and distribution.
● Create and maintain standard and electronic records and files and recordkeeping systems.
● Coordinate online calendars and schedule staff meetings, events and travel.

Data Collection & Tracking
● Maintain, gather, and analyze data for various purposes including tracking and monitoring for administrative and programmatic activities.
● Assist with performing research for special projects and programs.
● Manage expense tracking software.

Facilities Management
● Lead and coordinate with other offices leads to ensure that all three office facilities are operating smoothly and efficiently.
● Maintain overall appearance of the Visalia office, greet office visitors, answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary.
● Manage office planning, space allocation.
● Lead the troubleshooting of office technology, maintenance issues and provide other general office support for all offices.
● Order and receive supplies and equipment as assigned and according to established procedures.
● Operate a variety of office equipment such as laptops, wifi equipment, scanners, desk phones, and copy machines.
● Ensure company vehicles are properly maintained.

General Duties
● Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.
● Actively participate in program strategy and staff meetings.
● Actively participate in CWC fund development activities, such as donor drives, online appeals, and other events.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Required Qualifications
● Fluent in English and Spanish (written and oral).
● One year of relevant college-level course work in computer applications and business (office skills).
● Excellent communication, typing, time management, and organizing skills.
● Ability to work in a fast-paced environment, stay organized, be flexible and adapt to changing circumstances.
● Proficient with basic computer skills including, at minimum: Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems.
● Ability to accept praise and feedback.
● Valid CA driver’s license.
● Have or be willing to receive COVID-19 vaccination.

Desired Qualifications
● One year minimum of administrative experience.
● Willingness to learn new programs and develop new skills.

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental, vision and life insurance; vacation, sick leave, and holiday policies; professional development opportunities and more.

Starting Date: Open until filled

Salary: Starting at $18; based on experience and qualifications.

Application: Email resume and cover letter to christina.marquez@communitywatercenter.org
In the email subject line add “Administrative Assistant position -- [Your name]”. The cover letter must address if the applicant is fluent in English and Spanish (written and oral) and how the applicant’s experience/education enables them to be able to perform the job duties.

To ensure the health and safety of staff, community partners, and other stakeholders we interact with, CWC requires employees be fully vaccinated against COVID-19 as a condition of employment, unless a medical or religious accommodation is approved. As such, newly hired employees will be required to provide proof of their COVID-19 vaccination. Fully vaccinated against COVID-19 means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at www.communitywatercenter.org.