



## ADMINISTRATIVE ASSOCIATE, TRAVEL & EVENTS

Los Angeles, CA

Non-exempt, Full-Time, Regular Position

Administration Family

### **Organizational Background:**

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where *all* communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Health Equity, Equity in Public Funds, and Political Voice.

### **Position Summary:**

The Administrative Associate will report to the Director of Human Resources, Finance and Administration (until an Operations Manager is named) and is responsible for providing organizational and operational support in the development and execution of events, as well as travel coordination for staff. The Associate will support staff in the design, planning and execution of external meetings, conferences, workshops, fundraisers and other special events. Additionally, the Associate will make the travel arrangements for staff traveling on Advancement Project business. As a critical member of the Administration Team, the Associate will also provide administrative and clerical support on a variety of organization-wide projects and initiatives, as needed.

The successful candidate will be comfortable working in a fast-paced and changing landscape of priorities and responsibilities and be able to work independently and on variety of teams. Excellent project management, administrative and clerical skills, including a strong attention to detail, the ability to multi-task, prioritize and meet deadlines are required. The successful candidate will also possess a proactive work style that anticipates the needs of his/her supervisors and will be expected to learn technical and specialized rules, regulations, policies, procedures and activities related to the assigned duties. The work entails dealing professionally with highly confidential information and requires a high degree of customer focus.

### **Specific responsibilities include, but are not limited to:**

#### **Event Planning:**

- Provides event planning support to staff, including the coordination of timelines and logistics, ordering food and supplies, securing locations, tracking budgets and expenses, communicating with vendors and providing day-of event support (set-up, registration, note taking, breakdown and related activities).
- Assists senior staff in developing and managing event budgets, including tracking costs and processing invoices.
- As appropriate, tracks event RSVPs and/or ticket/sponsorship sales.
- Coordinates with the Development Department to enter guest registrations for all fundraising events into Salesforce database.

- Coordinates with the Finance Department to prepare event-related invoices, process reimbursements and reconcile billing.
- Assists staff with the preparation of collateral materials and mass mailings, including fundraising invitations, meeting packets and signage.
- Identifies potential conflicts in the planning of meetings and events and works with staff to resolve conflicts.

### **Travel:**

- Schedules hotel and flight accommodations, specifying times, dates, best connections, meals, seat locations, car rental, etc. and procures necessary documentation such as passports, visas, or other clearances.
- Ensures that travel needs are met within the constraints of the organization's travel policies, procedure and budget.
- Serves as a general resource and point of contact for travel-related issues; assist employees with travel-related issues or concerns.
- Receives and responds to incoming travel requests on behalf of the organization.
- Coordinates with the Finance Department to prepare travel-related internal expense reports, process reimbursements and reconcile billing.
- Provides traveling staff with itineraries, directions and required travel documentation.

### **Additional Duties**

- As appropriate, assists other departments and works as a member of the Administration Team by demonstrating professional and cooperative demeanor with supervisors and co-workers.
- Provides administrative coverage for members of the Administration Department who are on leave.
- Participates in organization-wide planning, development, and communication activities, as needed and ensures adherence to Advancement Project goals and policies within the project area.
- Other duties as assigned, dependent on organizational needs and employee skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities.
- **Education/Experience:** Minimum two years of administrative experience, preferably at a nonprofit or social justice organization (beyond summer or short-term internships). Bachelor's degree required. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- **Communication Skills:** Strong interpersonal, written, and verbal communication skills are required. Demonstrated ability to compose and edit correspondence and basic reports, knowledge of business English, grammar and punctuation is required, with knowledge of a variety of writing styles and formats. Critical thinking in assessing, compiling and disseminating

information is necessary. A proven ability to interact well with staff at all levels in an organization and to work as a productive team member are also required. Sense of discretion and a high degree of professionalism is required.

- **Telephone/Technology Skills:** Screen and handle telephone calls using proper etiquette. Computer literacy, including strong word processing experience and working knowledge of Microsoft Office software or a willingness and ability to learn other computer programs as required.
- **Organizational & Management Skills:** Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget. A strong attention to detail is required. Flexibility to adjust and contribute to continually evolving work situation and changing priorities. The ability to multi-task various assignments, prioritize work, and adjust to multiple demands. Comfort working under pressure and tight deadlines.
- **Judgment and Discretion:** Skilled in determining matters of importance and information of use, exercising initiative in accomplishing any related tasks; give, deny or ask for information in a tactful and friendly manner and discretion in giving information about plans and/or action to anyone is required. An intuitive ability to recognize and appropriately convey the sensitive nature of any situation and the ability to keep all matters appropriately confidential is necessary.
- **Team Work & General Skills:** Ability to work independently and with minimal supervision. Ability to take initiative and follow tasks through to completion. Demonstrated ability to work in a small team setting.
- Must be able to travel within state.

**Physical demands:**

- Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office and at external events.

**Salary:**

**Competitive compensation depending on experience. Includes full health, dental and retirement benefits.**

**To Apply:**

Please email cover letter and resume to:

Jorge Jimenez  
Director of Human Resources, Finance and Administration  
hr@advanceproj.org

**Women and people of color are strongly encouraged to apply.**