

**Title:** Executive Assistant / Operations Coordinator  
**Position:** Exempt  
**Schedule:** Full-time  
**Team:** Operations  
**Position Reports to:** Director of Finance & Administration  
**Updated:** July 2018

---

### **Position Summary:**

Reporting to the Executive Director and the Director of Finance and Administration, the Executive Assistant/ Operations Coordinator is integral to the team's operations, finances, governance coordination and executive management. The Executive Assistant/ Operations Coordinator performs administrative functions including office management, executive assistance, logistics and operational improvements. Working with an Executive Director who is often traveling, the Executive Assistant/ Operations Coordinator works independently on projects, following through from conception to completion, prioritizing conflicting needs, and handling matters expeditiously and proactively. The Executive Assistant/ Operations Coordinator coordinates a wide variety of activities often with deadline pressures and handles confidential matters with discretion. The Executive Assistant/ Operations Coordinator brings to this work a commitment to human rights and social justice values and to ensuring that Thousand Currents' communications are consistent with our [Fundraising Vision](#) and with the [Association of Fundraising Professionals Code of Ethics](#).

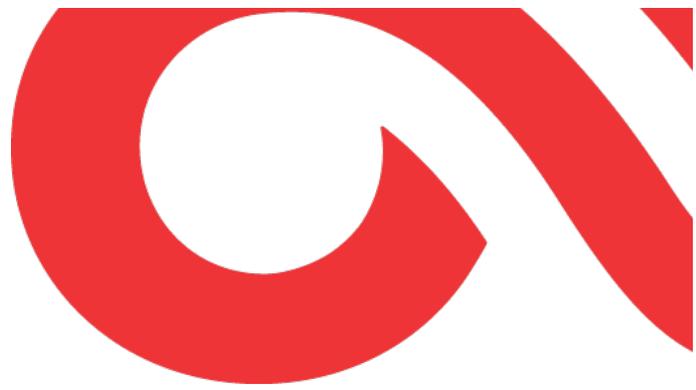
---

### **Essential Functions:**

**1. Provide administrative support for all aspects of the work of the Executive Director (40%)**

The Executive Assistant/ Operations Coordinator completes a broad range of administrative tasks that facilitate the ED's ability to lead the organization. This includes but is not limited to:

- **Manage the Executive Director's calendar and travel arrangements**
  - Manage the Executive Director's extremely active calendar of appointments, responding in a timely manner to scheduling requests and updates;
  - Arrange complex and detailed travel plans, itineraries, and agendas, and complete expense reports;
  - Compile documents for travel-related meetings; and
  - Work closely and effectively with the ED to keep her well informed of upcoming commitments and responsibilities, following up appropriately.



- **Prioritize and handle incoming issues, prepare correspondence, coordinate meetings, and provide other support to move the Executive Director's work forward**
  - Research, prioritize, and follow up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature; and determine appropriate course of action, referral, or response;
  - Compose and prepare correspondence that is sometimes confidential, including drafting acknowledgement letters, personal correspondence, and other tasks;
  - Edit and complete first drafts for ED's written communications to external stakeholders as requested;
  - Coordinate with the Philanthropic Partnerships team on the outreach and fund development activities involving the ED;
  - Support the ED's cultivation of ongoing relationships with donors, funders and other stakeholders through following up on contacts made, and recording communications and updates in Salesforce; and
  - Coordinate senior management team meetings, strategy retreats, off-sites, team building opportunities and all staff meetings.

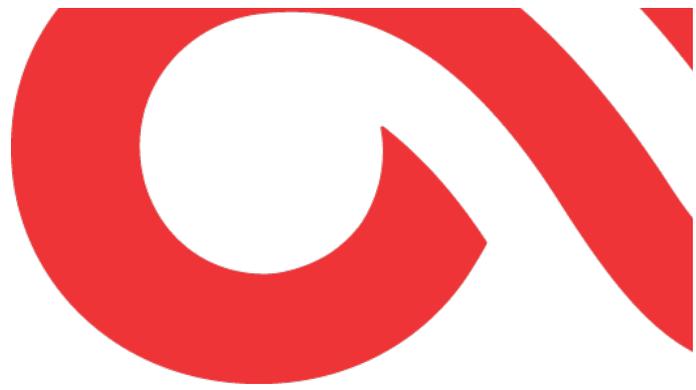
**2. Provide office and logistical management across all Thousand Currents' offices (30%)**

Under the guidance of the Director of Finance and Administration, the Executive Assistant/ Operations Coordinator manages office systems, equipment and supplies. This includes but is not limited to:

- Manage, monitor and maintain office systems and calendars across all of Thousand Currents' offices under the guidance of the Director of Finance and Administration;
- Coordinate with vendors for office equipment and oversee all office equipment (e.g. postage meter, photocopier, printers, phone system) maintenance, repair and acquisition;
- Order and organize office and event supplies and storage runs;
- Act as the first point of contact for incoming general calls and emails to Thousand Currents answering phones, responding to information requests, welcome visitors, and process incoming and outgoing mail;
- Any other duties as assigned by DFA to support all finance and administrative functions

**3. Coordinate organization-wide processes for volunteer and intern recruitment and management (20%)**

- Coordinate the recruitment of IDEX volunteers and interns including maintaining relationships with current and new key institutions for volunteer recruitment;
- Lead organization-wide planning to build a robust and mutually beneficial internship/ volunteering program; and
- Provide initial orientation for volunteers and interns and provide staff with support in supervision and guidance as needed.



**4. Participate in organization-wide learning, cross-program partnership and administrative effectiveness (10%)**

Along with all other staff, this position contributes to Thousand Currents' culture of service, entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Thousand Currents' staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- **Showing up fully for learning and planning activities**, including staff meetings, retreats, trainings, planning and strategy sessions.
- **Pitching in when needed for organization-wide activities**, such as the Academy, annual events, fundraising drives, partner visits, other special projects that build community.
- **Managing our own regular administration**, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

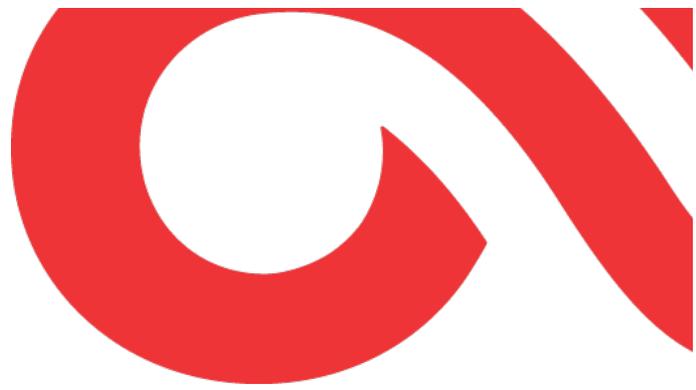
**Note:** Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic and may shift. This description reflects the assignment of essential functions, but does not prescribe or restrict the tasks that may be assigned.

---

**Key skills and experience:**

**KNOWLEDGE, SKILLS, AND ABILITIES:** Commitment to [the mission and vision](#) of Thousand Currents; proven strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; emotional maturity and ability to exercise good judgment in a variety of situations including handling confidential information with discretion; demonstrated skills in prioritizing among competing demands; and addressing urgent and important issues in a timely way; a proactive approach to problem-solving, including thinking ahead to identify opportunities and propose solutions and knowing when to seek input and when to make independent decisions; very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, partners and donors, and excellent written and verbal communication skills; highly resourceful team-player, with the ability to also be extremely effective independently; proficient in the full suite of Microsoft Office, Adobe Acrobat, and Social Media web platforms. Knowledge of Salesforce, Egnyte, RingCentral, Docusign, Gmail, Drive and Google Calendar.

**EDUCATION AND EXPERIENCE:** At least five years of professional experience in the social sector; At least three years of experience supporting leaders, preferably in a non-profit organization; Proficient in Spanish and English.



**PHYSICAL REQUIREMENTS:** The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As THOUSAND CURRENTS staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents approximately 10% of the time for this position. THOUSAND CURRENTS will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EQUAL EMPLOYMENT OPPORTUNITY:** THOUSAND CURRENTS is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

**How to apply:**

Applicants should submit a current resume, together with a cover letter that outlines their interest in, and relevant experience for, this position to [jobs@thousandcurrents.org](mailto:jobs@thousandcurrents.org) with "Executive Assistant" in the subject line. We will be hiring on a rolling basis until the position is filled.

**THOUSAND CURRENTS**

1330 Broadway

Oakland, CA 94621

415.824.8384

[thousandcurrents.org](http://thousandcurrents.org)