



## **ADMINISTRATIVE ASSISTANT/SCHEDULER**

### **KEY ACCOUNTABILITY STATEMENT**

A central component of organizational operations, the Administrative Assistant/Scheduler supports the Executive Director, COO and the Senior Director by providing key support inclusive of maintaining calendars, booking travel, coordinating multi-stakeholder calls, board meeting logistics and general correspondence. This position also functions as first point of contact for the organization and assists with some office management.

### **KEY RESPONSIBILITIES**

- Scheduling and tracking appointments and ensuring meeting follow up;
- Coordinating travel arrangements including flights, hotels, cars, directions, etc.
- Managing document flow and accurate filing systems;
- Manages and keeps contacts in Salesforce CRM up to date and accurate;
- Coordinates with Director of Finance to track receipts and prepare expense reports;
- Ensure that requests for action and information are catalogued and handled in a timely manner;
- Assists in the coordination of board meetings/retreats and staff retreats;
- Other responsibilities as assigned.

### **QUALIFICATIONS**

- Minimum of two years previous experience in admin/scheduling support, with proven performance.
- Highly organized, ability to manage and prioritize multiple tasks effectively ;
- Expertise in using MS Office and Google Apps (Outlook, Word, Excel, Powerpoint, etc.).
- Strong experience using Salesforce or similar CRM system.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and experience dealing with multi-stakeholders.
- Ability and willingness to take initiative and learn new tasks and skills when required.
- Works well in a distributed office environment.
- Passion for the mission of BALLE.

BALLE actively seeks applicants who will contribute to the diversity of the Localist movement and our team. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, physical disability, or length of time spent unemployed. This is a full-time position based in Oakland, CA.

BALLE offers a competitive compensation package, with benefits, commensurate with experience. To apply, send a resume, one persuasive writing samples and a compelling cover letter that very specifically describes why you would be a good fit for this particular position to [hire@bealocalist.org](mailto:hire@bealocalist.org)

The deadline for submitting resumes is 07/15/14. No phone calls please.