



## **ADMINISTRATIVE DIRECTOR, COMMUNITY VETERAN JUSTICE PROJECT (CVJP)**

THE ADMINISTRATIVE DIRECTOR WILL WORK AS PART OF CVJP'S SENIOR STAFF OVERSEEING OUR ORGANIZATION AND ENSURING THAT OUR COMPANY WORKFLOWS ARE EFFICIENT AND PRODUCTIVE. THIS POSITION WILL HAVE A KEY ROLE IN MANAGING STAFF AND KEEPING OTHER SENIOR POSITIONS INFORMED ABOUT CHANGES IN ORGANIZATIONAL PROCEDURES. THIS POSITION WILL CONDUCT PERFORMANCE REVIEWS AND DEVELOP STRATEGIC PLANS FOR IMPROVING PROFESSIONAL DEVELOPMENT AND STREAMLINING HUMAN RESOURCE WORKFLOWS. THE ADMINISTRATIVE DIRECTOR WILL ANALYZE CVJP DATABASES AND LOOK FOR NEW WAYS TO IMPROVE OUR SERVICES WHILE ASSESSING THE CURRENT SUCCESS OF OPERATIONAL INITIATIVES. THIS POSITION WILL ALSO ADDRESS TRAINING AND COLLABORATE WITH THE EXECUTIVE DIRECTOR TO HELP EMPLOYEES ADJUST TO COMPANY CHANGES. THIS POSITION REQUIRES DIRECT INTERACTION WITH BOTH THE STAFF, CLIENTS, AND FUNDERS OF CVJP AND WILL PLAY A SIGNIFICANT ROLE IN BUSINESS DEVELOPMENT CONTRIBUTING TO THE GROWTH OF OUR PROJECT. SOME TRAVEL MAY BE REQUIRED.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

THE ADMINISTRATIVE DIRECTOR IS IN CHARGE OF DEVELOPING A COMPANY'S OVERALL STRATEGY FOR CARRYING OUT ADMINISTRATIVE DUTIES AND MAKING SURE THAT IT IS EASY FOR COMPANY EMPLOYEES TO COMMUNICATE WITH ONE ANOTHER, CONNECT WITH CLIENTS AND ACCESS THE INFORMATION THEY NEED TO ACCOMPLISH THEIR WORK.

- MANAGING THE DAY-TO-DAY OPERATIONS OF AN ORGANIZATION TO ENSURE THAT IT RUNS SMOOTHLY
- OVERSEEING EMPLOYEE HIRING, FIRING, AND TRAINING TO ENSURE THAT CVJP HAS A QUALIFIED WORKFORCE
- NEGOTIATING CONTRACTS AND AGREEMENTS WITH SERVICE PROVIDERS
- PROVIDING ADMINISTRATIVE SUPPORT TO EXECUTIVE LEADERSHIP SUCH AS BOARD MEMBERS OR COMPANY EXECUTIVES
- DELEGATING TASKS TO ADMINISTRATIVE STAFF AND MONITORING DAILY OPERATION
- ACTING AS A LIAISON BETWEEN THE EMPLOYEES AND EXECUTIVE DIRECTOR WHEN IT COMES TO FINANCIAL AND ADMINISTRATIVE ISSUES
- MAKING CHANGES TO INCREASE EFFICIENCY IN THE WORKPLACE
- DEVELOPING AND ENFORCING PERSONNEL POLICIES AND PROCEDURES TO ENSURE THAT ALL EMPLOYEES ARE TREATED FAIRLY
- GENERATING ANNUAL WORKFLOW FINANCES
- ORGANIZING THE WORKPLACE SO THAT THE WORKFLOW IS STREAMLINED

**SALARY: \$142,056 (\$68.30/HOUR)**

**FICA: 11% = \$15,626**

**FRINGE: 25% = \$35,514**

**TOTAL: \$193,196**

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- FAMILIARITY WITH NON-PROFIT STRUCTURES, PRACTICES AND ORGANIZATIONAL CULTURES
- STRONG INTERPERSONAL AND COMMUNICATION SKILLS, BOTH WRITTEN AND ORAL
- ACCURACY AND ATTENTION TO DETAIL IS ABSOLUTELY REQUIRED, AS WELL AS A TRACK RECORD OF RELIABILITY, CONFIDENTIALITY, AND CONSCIENTIOUS WORK HABITS
- ABILITY TO WORK INDEPENDENTLY WITH LITTLE SUPERVISION
- ABILITY TO ORGANIZE AND PRIORITIZE EFFECTIVELY
- ATTENTION TO DETAIL WITH EXCEPTIONAL LEVEL OF ACCURACY
- ABILITY TO ADAPT AND WORK EFFICIENTLY IN A RAPIDLY CHANGING DYNAMIC ENVIRONMENT WITH DEADLINE PRESSURES
- ABILITY TO RETAIN INFORMATION AND AFFILIATIONS OF OUR PROJECTS
- ABILITY TO OPERATE AT A SUSTAINED FAST SPEED IN COMPLETING TASKS ON A DAILY BASIS
- EDUCATION AND EXPERIENCE
- MINIMUM OF BACHELOR'S DEGREE IN BUSINESS, ACCOUNTING, OR A RELATED FIELD
- ESTABLISHED EXPERIENCE IN EVALUATING, ONBOARDING, TRAINING, SUPERVISING, AND MOTIVATING EMPLOYEES IN ADMINISTRATION
- STRONG COMMUNICATION (BOTH WRITTEN AND VERBAL), LEADERSHIP, AND TIME MANAGEMENT SKILLS
- PROFICIENT WITH THE USE OF COMPUTERS AND SOFTWARE PROGRAMS INCLUDING MICROSOFT OFFICE AND THOSE USED IN FINANCE AND BUSINESS
- AT LEAST TWO YEARS OF EXPERIENCE IN AN ADMINISTRATIVE POSITION IN A SIMILAR NON-PROFIT OR INDUSTRY
- CRITICAL THINKING, INTERPERSONAL AND PROBLEM-SOLVING SKILLS
- STRONG ANALYTICAL SKILLS, DETAIL-ORIENTED AND EXCEPTIONAL ORGANIZATIONAL AND MULTITASKING ABILITIES
- DEMONSTRATED ABILITY IN DEALING DIRECTLY WITH STAFF
- INTEREST IN SOCIAL AND ENVIRONMENTAL JUSTICE IS A PLUS

REPORTS TO: EXECUTIVE DIRECTOR, JODI GALVIN

PLEASE SEND RESUME AND COVER LETTER TO [OFFICE.CVJP@GMAIL.COM](mailto:OFFICE.CVJP@GMAIL.COM)