

JOB DESCRIPTION

Job Title: Administrative Assistant

Reports to:	Hub Director	Dept:	REV HUB OC
FLSA Classification:	Non-Exempt PT 20 hrs/week	Entity:	Fiscally-Sponsored Project
Supervises Others:	No	Pay Range:	\$29-\$34 hourly

Job Description:

RevHubOC is leading Orange County to be the model for how to scale social impact and solve some of society's greatest challenges. Our mission is to develop and sustain a robust social enterprise ecosystem in Orange County to drive innovation and impact. We are a connected community of social investors and entrepreneurs accelerating scalable and sustainable solutions through exploration, ideation, incubation, and funding of social enterprise ventures.

The Administrative Assistant will play an important role in our success and is responsible for providing comprehensive administrative support to the RevHubOC team, at the central office in UCI Research Park and in the Neighborhood Hubs throughout Orange County.

Responsibilities Include:

- Coordinate internal and external meetings including preparation of presentation materials, agendas, room reservations, food, and room preparation.
- Ensure that office supplies, forms, and other materials are ordered, received, distributed, and stored properly.
- Coordinate the purchase and installation of new department equipment when needed.
- Share in the responsibility for the completion of small and large-scale projects required by the team.
- Answer questions and respond to situation in which judgement, knowledge interpretations and diplomacy are critical in dealing with entrepreneurs', investors', donors', and community partners' confidential information and files.
- Establish and maintain effective and cooperative working relationships with RevHubOC staff, entrepreneurs, and key stakeholders.
- Process and track all invoices for payment via all approved methods, including review of invoices and adequacy of supporting documentation.
- Demonstrated ability to independently complete detailed tasks and manage projects.
- Develop and manage RevHub's hard copy and digital files.
- Assist team with logistics planning and execution of events such as networking mixers and trainings.
- Develop and maintain administrative systems, processes, policies, and procedures.

Desired skills and experience:

- Ability to plan and organize a heavy workload, adjust to changing priorities, be assertive, creative, and self-sufficient; work well with competing deadlines, and perform with minimal supervision.
- Ability to identify areas for process improvement and make recommendations to improve efficiency and/or service level.
- Ability to work independently and in a team environment.
- Ability to exercise initiative, discretion, and good judgment in handling assignments.
- Strong interpersonal skills, excellent verbal and written communication skills, and the ability to collaborate with others with diplomacy, tact, and professionalism.
- Ability to organize and plan work and projects including handling multiple priorities. Ability to make independent decisions and exercise sound judgment.
- Demonstrated ability to take initiative on projects.
- Demonstrated ability to work with a diverse population.
- Ability to maintain confidentiality of records and information.
- Skill in working as part of a team and collaborating closely with co-workers on a variety of interdependent functions.
- Skills to maintain organized electronic and hard copy files.
- Knowledge of PC hardware and computer peripherals, particularly Microsoft Word, Powerpoint, Excel.
- Skill to troubleshoot system problems.

Preferred Qualifications:

- High School Degree

Benefits:

- Flexible hours with possibility hybrid office/home work
- Potential for bonuses
- Opportunities for advancement as RevHubOC grows
- Professional development

How to Apply

Send your resume and a cover letter letting us know about your passion for social impact and innovation to apply@revhuboc.com.

RevHubOC is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture but our reputation and RevHubOC's achievements as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

OneOC is proud to be an equal opportunity employer.