



Administrative Associate JOB ANNOUNCEMENT

TITLE	Administrative Associate
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Administration
LOCATION	Hybrid

Who is Charitable Ventures?

Founded in 2007, Charitable Ventures is a 501(c)3 nonprofit organization that provides incubation, social impact consulting and regional collaboration support to community projects and foundations working towards positive social change.

Do you have a passion for providing support to emerging nonprofit leaders so that they can successfully carry out their mission and ensure a positive and professional representation of Charitable Ventures?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Support division leadership through administrative functions which may include maintaining tracking data/spreadsheets, creation of division reports and general clerical support.
- Monitor OC Shared Spaces common areas, scheduling for rooms and supplies.
- Concierge duties for The Village: responding to email inquiries, walk-ins, phone calls and managing calendar.
- Support communication with Village tenants: staff list maintenance, tenant contact list maintenance, assist with special events, support with development of Village newsletter, provide resources to tenants and visitors.
- Provide support to Village security resources including the ETS tenant messaging system.
- Act as a liaison with the property manager for repairs and onsite porter for immediate needs and general upkeep.



- Support division leadership through general administrative and clerical assistance which may include maintaining tracking data/spreadsheets, handling of confidential data and general clerical support.
- Provide support for recruitment and hiring which may include: filing resume submissions, setup of new employee files, preparation of offer letters/welcome emails.
- Provide support for onboarding which may include: booking a meeting room, setup of Zoom meeting, welcoming new hires on first day.
- Provide general support for activities and meetings that are for all staff, which may include: Full staff meetings, trainings, volunteer or social activities.
- Support Administration and Executive divisions with meeting and event coordination activities.
- Responsible for mail and package distribution daily.
- Act as a resource for CV staff with shipping needs.
- Responsible for maintaining supply inventory and ordering.
- Responsible for managing front desk phone and auto attendant through Zoom.
- Assist with general upkeep of office environment.
- Maintain a safe and secure office environment, including monitoring of front desk, opening and closing functions.

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures/TTOC! And we would love to explore it with you.

Job Summary

The primary role of Administrative Associate is to provide general administrative assistance, clerical support, data entry, file management and customer service to the Administration Division (Operations and Human Resources). This position requires interfacing with the public and representing the agency in a positive and professional manner.

What are the desired qualifications?

Education:

HS Diploma or equivalent required.

Experience:

Five or more years of administrative/office support experience required. Candidates with Human Resources and/or Operations support experience are preferred.

Compensation Commensurate with experience, education, and market (\$22.00 - \$25.00 per hour)



Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send a cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff, and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.