



BUILDING BLOCKS FOR KIDS  
RICHMOND

<b>Title:</b>	Administrative Coordinator
<b>Reports to:</b>	Deputy Director
<b>Work Site:</b>	Building Blocks for Kids offices, Richmond, CA
<b>Hours/Status:</b>	Non-Exempt, Full-time (32 hrs/wk)
<b>Salary:</b>	\$20/hour, Generous benefits including medical, dental and vision coverage, retirement savings match, and an opportunity for professional development as appropriate.
<b>Start Date:</b>	
<b>How to Apply:</b>	Submit cover letter and resume to <a href="mailto:info@bbk-richmond.org">info@bbk-richmond.org</a>

## BACKGROUND

Since its founding in 2005, Building Blocks for Kids (BBK), a project of the Tides Center, has been a community of social innovators working to support families in Richmond. We began as a collaborative, organizing and coordinating among service providers to ensure their responsiveness to Central Richmond families; we have since evolved a strategy that supports parents/caregivers of color in West Contra Costa County to use their voices and experiences to directly inform the systems with which they interact.

BBK's mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with them to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

BBK staff is composed of a majority of women of color who have deep roots in Richmond and West Contra Costa County through professional and/or personal histories. BBK strives to have our organizational policies and practices meet our values; as such, our staff is loving, compassionate, curious and innovative. BBK believes that the wellbeing of a community is critical to the feeding and nurturing of each community member's mind, body, and soul. To that end, we invest in our people, as they are our most effective resource.

**If you believe you may be a like-minded addition, read on!**

## **POSITION SUMMARY:**

BBK is looking for a well-organized Administrative Coordinator to provide administrative support to the Executive Director, Deputy Director, and other BBK staff. This role of the Administrative Coordinator is to perform a variety of administrative activities that includes coordination of administrative, human resources, facilities and IT management functions. This role requires a proactive individual, an outstanding communicator with strong organization and collaboration skills.

The Administrative Coordinator is a non-exempt position working 32 hours/weekly. Time beyond 32 hours is at the manager's discretion.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Administration 30%**

- Maintain and create internal policies and procedures for everyday operations
- Maintain and monitor all billings and receipts and record all revenue transactions
- Responsible for reconciliation and the timely submission of Payroll, Purchase Card Statements, Invoices, Contracts, Reimbursements, Petty Cash and Billing Statements
- Ensure all vendor contracts are approved, recorded, renewed and adhered to as necessary and in keeping with the policies of the fiscal sponsor
- Support Executive Director to ensure fiscal sponsors have all necessary documentation to reconcile all accounts

### **Human Resources Administration and Compliance 30%**

- Maintain organizational administrative files ensuring all paperwork is filed appropriately
- Oversee onboarding and employee evaluation processes, ensuring all fiscal sponsor policies and procedures are observed
- Administer key HR processes such as on-boarding, off-boarding, employee changes, benefits, payroll, and reporting.
- Respond to employee and manager inquiries regarding benefits, policies, employee data, and HR systems, escalating as appropriate.

### **Facilities Management 15%**

- Oversee work of facilities team ensuring renovations, repairs and additions occur as needed
- Acquire as needed, and update appropriate furnishings, equipment, technological systems and infrastructure for the BBK office to ensure sufficient and appropriate programmatic and operations space
- Work with organizations interested in reserving BBK space by ensuring they complete all required paperwork, pay all necessary fees and confirm staffing

### **IT Management 5%**

- Conduct daily troubleshooting and resolve minor office device challenges
- Set up new staff email address and G-Suite operating system

- Oversight/coordination of IT contractor(s) ongoing improvement and maintenance of office computer "systems" (internal network, Internet, email, Google Drive)

#### **OTHER DUTIES AND RESPONSIBILITIES 20%**

- Oversight of all telecommunications system
- Work with Executive Director to prepare materials for Steering Committee, Steering Committee meetings and retreats and ensure events are recorded and communications are sent in a timely manner
- Support internal and external communications including posting on social media, preparing external newsletters and editing written materials for external audiences.
- Work with supervising staff to process employee exits and terminations
- Demonstrate ownership and shared responsibility of all team functions by providing assistance whenever needed to ensure smooth operations and provide the best possible internal/external customer service;
- Other duties as assigned

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent work experience required
- One or more years of experience in administration, in a growing nonprofit or social enterprise

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

- Strong analytical skills
- Strong problem solving skills
- Reliable and able to work independently
- Good written and verbal communication skills
- Knowledge of Microsoft Word, Google Drive and Excel for Windows
- Technology savvy including posting on social media and email marketing applications, and robo-calling/texting technology
- Ability to work under pressure, prioritize projects and meet deadlines
- Ability to interface effectively with management
- HR background and managerial skill are preferred, not required.

#### **ORGANIZATIONAL RELATIONSHIP**

- This position will report to our Deputy Director
- BBK vendors and contractors
- Internal BBK staff
- Fiscal sponsor HR and finance staff
- Steering Committee

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Occasional lifting of 30-50 lbs
- Requires computer use each day, including typing for several hours per day
- Requires ability to use a keyboard, monitor and calculator
- Requires the ability to communicate verbally, both in

#### **WORK ENVIRONMENT**

- Occasional outdoor activities
- Shared office space
- Main offices are on the second floor with no elevator access

**Disclaimer: BBK is subject to the Tides Criminal Background Check Program. This means that all positions at BBK are conditioned on the return of satisfactory results of a criminal background report. BBK will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal Law.**

**Tides Center is an equal opportunity employer.**

**Please send cover letter and resume to:**

[info@bbk-richmond.org](mailto:info@bbk-richmond.org)

[Subject: BBK Admin Coordinator](#)

**Due to the high volume of applications, only those selected for further discussion will be contacted.**