



Job Announcement:

Administrative Associate

Sacramento, CA

TransForm (formerly TALC, the Transportation and Land Use Coalition) is a dynamic and growing non-profit organization with offices in Oakland and Sacramento. TransForm is nationally recognized for our work to create world-class public transportation and walkable communities in the Bay Area and beyond.

ClimatePlan, a project of TransForm, is a network of non-profit organizations working at the leading edge of land use, transportation and climate policy in California. We envision a healthier and more vital California that supports sustainable and equitable communities, preserves our iconic landscapes, improves public health, and significantly reduces greenhouse gas emissions. ClimatePlan is advancing policies and programs, and building a statewide network, that can make California a national leader in this arena. Learn more at www.TransFormCA.org and www.climateplan.org.

TransForm and ClimatePlan are seeking a full-time Administrative Associate to support our Sacramento office. We offer an energetic, friendly and fast-paced work environment and the opportunity to help build a movement that is reshaping how California plans for future growth.

Background

TransForm is headquartered in Oakland, CA and has a small satellite office in Sacramento. ClimatePlan is a project of TransForm that focuses on state climate change policy. The Sacramento office currently has two staff and will grow to four staff by November. Until now, TransForm's administrative team in Oakland has been responsible for most administrative duties for the Sacramento office. However, with the Sacramento office doubling in size, a Sacramento-based Administrative Associate is needed to keep things running smoothly.

We are seeking an individual that is able to juggle multiple tasks in a fast-paced environment. As part of a small, four-person office, the Administrative Associate will work closely with the rest of the Sacramento staff, and will be a liaison to the Oakland Admin Team. The Oakland Admin Team will be responsible for payroll, accounting and other core administrative functions. The Administrative Assistant will be responsible for tracking certain invoices and expenses, organizing meetings, maintaining contact lists, managing the Sacramento office's supplies, computers and phones, and providing support to the Sacramento staff.

This is a full-time position based in our Sacramento office and reports to the ClimatePlan Director.

Responsibilities/Major Tasks

- Track contracts and invoices. Maintain complete files for all contracts and grants (copies of signed contracts, grant agreements, etc.).
- Assist with budget tracking and expense reports.
- Organize meetings, events, and presentations. Arrange meeting logistics including materials, food, transportation. Compile and distribute meeting notes.
- Maintain database of coalition members, contacts and supporters. Develop other lists and databases as needed.
- Support Communications Manager in distributing communication materials (newsletters, reports etc) to appropriate contacts.
- Assist Sacramento staff with travel arrangements, scheduling meetings, fielding phone calls, general inquiries and other day-to-day office support.
- Maintain office supplies and keep phones, computers, internet in working order. No technical skills required – must be able to coordinate with service providers, tech support etc.
- Coordinate with TransForm Administrative Team in Oakland.
- Set up and maintain green office system – recycling, energy conservation, etc.
- Maintain organized, clean, professional office environment.

Experience and Skills

- Organized and detail-oriented approach to work.
- Able to juggle multiple priorities in a fast-paced environment with minimal supervision.
- Proficient in use of email, internet, Microsoft Office or equivalent.
- Experience managing contact lists/databases preferred but not required.
- Budget-tracking/accounting experience preferred but not required.
- Event-planning experience preferred but not required.
- Ability to work with a wide diversity of people.
- Personal commitment and interest in environmental stewardship and social justice.
- Positive attitude, personal integrity, and sense of humor are highly desired!

Compensation and Benefits

This is a full-time non-exempt position. Salary is commensurate with experience and competitive with other non-profit organizations. Compensation includes health and dental insurance, plus generous vacation time. We also administer an employee contribution 403(b) retirement plan. We offer a friendly, fast-paced, flexible work environment. Our staff is focused on making positive change in the world and supports and celebrates diversity. TransForm is an equal opportunity employer. People of color and women are strongly encouraged to apply.

How to Apply

Please email or mail a short, descriptive cover letter, and your resume, along with 3 references to info@climateplanca.org or 717 K Street, Suite 300, Sacramento CA 95814. Applications are due September 20, 2009, but are encouraged sooner. Please no walk-ins. If emailing, please submit your cover letter and references as text within the body of the email and attach your resume.