



Detailed Job Description Administrative Assistant

SUMMARY

The Administrative Assistant is a self-starter and team player who provides day to day administrative support, including communications, scheduling, record-keeping. Assists in planning, organizing, and coordinating operations of OCCJ while working under the general supervision of the Director of Operations and Development. This position is based in Tulsa.

KEY RESPONSIBILITIES

- Assist in administrative documentation for organization, such as annual audit, taxes, fees, invoices and insurance
- Oversee logistics for Board and committee meetings and operations including record keeping
- Manage daily operations of office, and serve as primary contact for key vendors
- Implement daily office operations
- Design, implement, and maintain efficient processes to ensure quality control and sustainability
- Maintain accurate files for vendors, grants, and client contracts as necessary
- Prepare internal and external correspondence on behalf of the organization
- Coordinate writing, editing and publishing newsletters and blogs
- Coordinate social media and update website as needed
- Support fund development operations, including mailings and record-keeping
- Manage and regularly update fundraising database and provide reports
- Assist staff with project management
- Collect, evaluate and analyze program data
- Assist in recruiting/implementing program initiatives
- Create program reports
- Assist in the recruitment and training of volunteers
- Provide support for and coordinate program volunteers
- Support staff with administrative responsibilities as needed
- Perform additional duties designated by Director of Operations and Development

SKILLS/ABILITIES/EXPERIENCE

- A strong personal commitment to the OCCJ's mission and work
- Minimum of 2 years of administrative support in an office environment
- Strong time management skills, effectively managing one's own time and the time of others
- Computer proficiency in Windows/Microsoft Office environment, including Word, PowerPoint, and Excel
- Exceptional attention to detail and organizational skills
- Adaptability in fast-paced working environment
- Ability to manage multiple tasks and take initiative independently
- Strong oral and written communication skills
- Ability to use discretion and maintain confidentiality when handling sensitive materials and issues
- College degree preferred; High school diploma or GED required

SALARY

- The salary range for this position is \$29,000 to \$34,000, commensurate with experience
- Benefits package, including medical, dental, and retirement

ORGANIZATION BACKGROUND

The Oklahoma Center for Community and Justice is dedicated to achieve respect and understanding for all people. Our vision is to eliminate bias, bigotry and racism in our state, in our generation. Through workshops, retreats, and customized programs that raise knowledge and skills, OCCJ develops leaders who work together to achieve success through inclusion in Oklahoma.

Founded as a volunteer movement in Tulsa in 1934 as a chapter of the National Conference of Christians and Jews, OCCJ has a proud legacy deeply rooted in the community. The Tulsa NCCJ was formally established as a staffed office in 1958, and through our history in Oklahoma, has been an innovative leader in promoting understanding and mutual respect. OCCJ has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement addressing prejudice in all its forms.

The Oklahoma Center for Community and Justice is an equal opportunity employer.

TO APPLY

Send cover letter and resume by Friday, March 5, 2021 to

Eileen Schaumleffle
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