

Administrative Assistant Job Description

WHO WE ARE

Construction Trades Workforce Initiative (CTWI), is the nonprofit partner of the Alameda, Contra Costa and Napa/Solano Building Trades Councils. Founded in 2018, CTWI works to strengthen policies and workforce systems to expand opportunities for underrepresented populations in union construction careers. We bridge the gap between organized labor and key community stakeholders through authorizing and overseeing MC3 pre-apprenticeship programs, providing educational services and technical assistance and conducting research, all aligned around our goal of creating a more inclusive, highly trained and safe workforce.

WHAT WE ARE LOOKING FOR

Our organization is quickly growing because we offer a unique set of services that is in high demand. We are looking for a new team member who thrives in a fast-paced environment, loves creating internal systems and supporting documentation, supporting back end financial operations, and can work collaboratively to shape and advance our organization's mission through strategic thinking, design and implementation.

WHO YOU WILL BE WORKING WITH

We are a passionate, collaborative team of seven! Our backgrounds range from former educators to community organizers. We are highly collaborative and support each other in achieving programmatic and organizational goals. We believe in unions and the important role they play in creating middle class careers. We are committed to creating more union construction careers for underserved populations.

YOUR ROLE & RESPONSIBILITIES

Under the support and direction of the Finance and HR Manager, the Administrative Assistant will:

1. Work with Finance/HR manager and bookkeepers to manage the accounts payable, receivable, QuickBooks transitions and overall financial health of the organization.
2. Maintain cost-allocation documentation and procedures
3. Create systems and documents that will increase the organization's financial and operational workflow and productivity
4. Manage operational records and related documents (e.g., insurance paperwork, yearly filings, etc.)
5. Oversee and manage organization's healthcare and benefits plan
6. Initiate and oversee budget modifications for programs
7. Develop, maintain and oversee the organization's grants management systems.
8. Research, collect and maintain databases
9. Support in the development of marketing communications, workshop materials and resources
10. Perform such additional duties as may be assigned or required.

YOUR QUALIFICATIONS

- Bachelor's degree required (preferably in education, non-profit management, or construction management) OR completion of a state approved construction apprenticeship program
- Minimum of two years of experience managing multiple fast-paced projects.
- Demonstrated knowledge in developing, overseeing and implementing new data systems
- Demonstrated knowledge in tracking, monitoring and reporting quantitative and qualitative data in existing databases
- Demonstrated commitment to growing organized labor
- Demonstrated ability to work independently, and as part of a team
- Excellent communication skills, both oral and written
- Extremely organized and able to multitask, prioritize and meet tight deadlines
- Strong public speaking and presentation skills.
- Strong problem solving and interpersonal skills.

YOUR COMPENSATION

Salary to be negotiated depending on qualifications and experience. **This is a full-time non-exempt position with premier retirement and health and wellness benefits through the Teamsters Local 853 plan.**

To Apply: Send resume, cover letter, writing sample and 2 professional references to **Beli@ctwi-btca.org** by **February 15th**

CTWI is an Equal Opportunity Employer. To learn more visit our website www.ctwi-btca.org