



## Office Administrator

### Job Description

The Peninsula College Fund makes college graduation a reality for low-income, first-generation college students. Our comprehensive program includes four-year college scholarships, one-to-one adult mentors, college and career success training, and summer internship support.

#### **MISSION**

Our mission is to empower low-income, first generation college students to graduate and obtain a job that aligns with their career goals.

#### **WHO WE ARE & WHAT WE DO**

Starting as a grassroots effort to support three scholars in 2005, PCF has steadily grown and today has served a total of 254 students and awarded over \$1.5 million in scholarships. PCF operated as a completely volunteer-run agency until late 2010, and currently employs a small staff.

We support our scholars through four key programs:

- **Scholarships:** Each student receives a scholarship of \$3,000/year for each of the four years enrolled in a four-year college/university.
- **One-to-One Mentoring:** We carefully match each scholar with one caring adult who provides support, counsel, networking, and positive role modeling to help each student complete college. We provide our mentors with on-going training and continuously evaluate and improve our mentoring program.
- **College and Career Success Events:** We provide all students with targeted, in-depth training events to give them the tools for college completion and career readiness.
- **Summer Internships:** We provide internship application support for our scholars, ideally for summer internship placements.

The Peninsula College Fund (PCF) is seeking an enthusiastic self-starter interested in helping a small, dynamic office keep organized. This position is designed to support our growing organization. Reporting to the Executive Director, the Office Administrator will ensure that our office runs efficiently and effectively. The Office Administrator will join 3 program coordinators, 2 career services staff, a soon-to-be hired Development Associate, and a part-time accountant.

## **POSITION PURPOSE & OBJECTIVES**

Help in maintaining an efficient and effective office.

## **ESSENTIAL JOB FUNCTIONS:**

- Greet employees, guests, and others with grace and patience
- Take ownership in maintaining the tidiness of the office
- Support, understand, and anticipate facilities needs
- Inventory management, ordering supplies, and stocking the office
- Maintain and update office-wide calendar
- Provide planning, organization, and execution support for weekly meetings, monthly board meetings, and organization-wide events, as needed
- Attend monthly board meetings in Redwood City and take meeting minutes
- Attend Sobrato Family Foundation meetings and keep staff apprised of discussions
- Work with Executive Director to develop emergency procedures for office
- Provide staff with filing support
- Clean and maintain Google Drive and Dropbox
- Check and distribute mail daily
- Regularly monitor the info@peninsulacollegefund inbox
- Help to maintain database
- Coordinate all outsourced printing and internal print jobs, as needed
- Assist with projects, as needed

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

## **QUALIFICATIONS**

The Office Administrator must be adaptive and entrepreneurial, with a problem-solving and positive approach to their work. Given the small size of our staff, the ability to plan and multitask is critical. We have limited resources, so creativity, resilience, willingness to work hard, and the ability to do more with less are key. Specific qualifications include:

### ***Values***

- Passion for educational opportunity and equity
- Desire to empower others through service

### ***Required Qualifications***

- Deep appreciation of PCF's mission and values

- Self-starter able to execute on large and small projects from beginning to end with minimal supervision
- Superior customer service skills
- Track record of excellent attendance and punctuality
- Energetic and innovative
- Collaborative team player
- Ability to work in a resource-constrained environment
- Bachelor's degree and at least one year of administrative experience
- Proactive and independent problem-solver
- Experience using databases or ability to learn quickly how to use databases effectively
- Excellent verbal and written communication skills
- Flexibility and willingness to take on multiple tasks and projects simultaneously
- Be well-organized, able to prioritize deadlines, attend to details, and evaluate results
- Good follow-through
- Deep understanding of Microsoft- and G-suites
- Willingness to travel to Redwood City one evening a month for board meetings
- Commitment to nonprofit sector
- Ability to lift up to 30 lbs. and stand for extended periods of time

### ***Preferred Qualifications***

- Positive attitude and sense of humor
- Willingness to get your hands dirty and do so with efficiency, grace, and professionalism
- Ability to anticipate colleagues' needs
- Exude positive energy to the office everyday
- Demonstrated capacity to work effectively in a multicultural context, and experience working with low-income communities and communities of color

## **WORK ENVIRONMENT & BENEFITS**

### ***Work Environment***

- We have a hands-on, collaborative, and entrepreneurial work environment.
- We believe in an inclusive work environment that fosters individual growth and team empowerment.
- While we take our work very seriously, we also like to have fun and enjoy each other's company. We have a sunshine committee that plans fun events (that usually involve food!) for staff.

## ***Work Location***

This position will be based out of our Milpitas office.

Sobrato Center for Nonprofits – Milpitas  
526 Valley Way  
Milpitas, CA 95035

## **COMPENSATION & BENEFITS**

The Peninsula College Fund is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### ***Salary & Compensation***

- Salary commensurate with experience.
- This is a part-time, 20-24 hrs. /week non-exempt position.

## ***OUR HIRING PROCESS***

We will review resumes on a rolling basis until the position is filled.

- We will conduct short phone screening interviews followed by in-person interviews. Candidates will be asked to complete a performance assessment.
- Finalists will be invited to a second-round of in-person interviews, and we will make an offer shortly thereafter.
- We would like to have the Office Administrator start in the spring.

### ***Application Submission***

- Please send a cover letter and resume to [jobs@peninsulacollegefund.org](mailto:jobs@peninsulacollegefund.org). Please include "OFFICE ADMINISTRATOR– Your Last Name" in the subject line. In your cover letter, please address the following:
  - Your belief in PCF's mission
  - Why you believe you are qualified for this position
  - In what areas in the "Essential Job Functions" section might you need some support?
  - Salary requirements
  - Where you learned of this opportunity
- No phone calls, please.
- Application deadline open until filled.