

Position Announcement and Job Description

Administrative & Operations Assistant

asian
solidarity
collective



Asian Solidarity Collective (ASC) is a grassroots organization in San Diego whose mission is to activate Asian American social justice consciousness, condemn anti-Blackness, and build Asian solidarity intersectionally with Black, Brown and Indigenous folks, people with disabilities, queer and trans people of color, and all oppressed communities. Our work includes political education, community building, and collective action. ASC's newly launched office and community space, The Asian Advocacy Community & Action Center (also known as "The Action Center") is a movement and power-building community center in San Diego that moves people into action to create profound radical, sustainable and fundamental change in the world through organizing and community care. TAC's work includes civic engagement & policy, education, advocacy, direct services and transformative leadership development.

We are currently hiring a full-time Administrative & Operations Assistant (AOA) to advance ASC/TAC's mission and implement ASC/TAC's organizational priorities. Under the supervision of ASC/TAC's Core Team and the Executive Director, the Administrative & Operations Assistant will be responsible for both Administrative and Operations. General duties include office, finance and coordination of The Action Center Office. The support includes, but not limited to: accounting and finance, management of all filing/record keeping systems related to finance, contracts and vendor information, general administrative support and receptionist duties. This position will contribute to the efficient functioning of the office and will work closely with the financial team to ensure effective and efficient operations. The AOA along with the leadership team will work together in protecting the organization's financial assets by making effective decisions, managing financial risk, and overseeing the accounting and audit functions of the organization. An Administrative & Operations Assistant that works with Asian Solidarity Collective and The Action Center will be able to function in a grassroots organizing setting, while appreciating ASC's dream of abundance practices.

Position Location: San Diego, CA (*Office/Center is located in Chula Vista, CA*)

Reports to: Executive Director

Job Responsibilities may include but are not limited to the following:

Accounting (40%)

- Work with the Executive Director and serve as part of ASC/TAC's leadership team to ensure that the organization is aligned on its vision and mission and advancing towards its goals.
- Work with the Executive Director in shaping and developing ASC/TAC's Accounting systems. Develop and implement accounting policies and procedures to ensure accurate interim and year-end financial statements
- Oversee all accounting activities for the organization including financial closes and reporting, payroll, and accounts payable with ASC's fiscal sponsor accountant.
- Maintain the general ledger by verifying allocating and posting transactions
- Process accounts payable and employee expense reports ensuring all required documentation has been collected with appropriate management approvals.
- Process and record accounts payable transactions; ensure invoices, expenses and staff reimbursements are coded and allocated accurately.
- Accurately record receivables and prepare bank deposits. Reconcile petty cash quarterly.

- Maintain records of financial transactions by ensuring compliance and legal requirements are met.
- Work with ASC/TAC's fiscal sponsor accountant to oversee bank accounts maintaining balances necessary for operating expenses and requesting funding as needed.
- Reconciles bank accounts monthly and records bank transactions as needed.
- Ensures general ledger cash balance is up to date and balances intercompany accounts by reconciling journal entries..
- Maintain vendor files in subsystems and ensure all legal documentation has been received.
- Create invoice payment memo which includes meticulous preparation of invoice submissions, proofreading, editing and similar tasks. Confirm wire information for grantees and/or funders.
- Prepares financial reports by collecting, analyzing and summarizing accounts information and trends.
- Complies with federal, state and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Assists Grants & Project Specialist: Support data management; track and review grantee reports; assist with due diligence review and synthesize grantee proposals; troubleshoot portal issues; draft award letters.
- Assist and ensure timely and successful completion of organizational audits, filing and issuance of financial statements. Assist in the annual process by working with the fiscal sponsor to acquire, prepare and compile required documents and requests.
- Assists fiscal sponsor and Executive Director in internal audit programs to ensure compliance with financial policies, adoption of best practices, mitigation of risk and engaging in continuous improvement.
- Monitor use of lines of credit and credit cards to ensure the organization has the resources necessary to meet day-to-day operating needs.
- Contributes to team effort by accomplishing ad hoc assignments as needed.
- Data entry in multiple software programs and online databases including airtable, google g suite

Administrative (30%)

- Leads recruitment administration for all staff and internship hiring.
- Coordinates flight reservations, hotel bookings, and ground transportation for staff including for ASC hired speakers, presenters and entertainment.
- Lead logistics support in coordinating cohesive events with the staff leads and committee advisors of planning committees.
- Logistically and administratively supports the staff, intern and other programs - travel, visas, lodging etc.
- Offers general accounting and administrative assistance including issuing invoices to program participants, support month end closing financial activities, assistance with processing wire payments, staff reimbursements, etc.
- Coordinates meetings and assists with routine conferences including scheduling rooms, managing equipment and assembling materials.
- Supports the Executive Director with calendar coordination and agenda taking; assigns action follow through for Zoom meetings.

Operations & Reception (25%)

- Proactive maintaining of maintenance of ASC/TAC's organization-wide calendar (including zoom links) or physical locations
- Ensure a comfortable and safe center/office space by managing supplies for office and kitchen upkeep; monitor compliance to evolving COVID regulations and best practices.
- Manage logistics for staff meetings; quarterly board meetings, and special events, which may be in-person or virtual; note-taking and resource circulation pre-and post-meeting.

- Maintain overall office/center appearance and functionality by interfacing with vendors and building management. Troubleshoot minor computer, printer, smart phone, or equipment issues; request IT service and support.
- Record keeping of check-in /check-out of center/office's keys and technology/equipment
- Maintain ASC's process of
- Create a welcoming accessible environment for visitors: communicate directions to the office, arrange catering, greet guests, and set up for meetings.
- Document and contract support including proofreading, editing, formatting, light copy and scan projects, and maintaining paper and electronic filing systems.
- Communications support: copy-editing, website and social media updates, monitoring foundation-wide email account, managing mailchimp and contact lists; email blasts.
- Provide support and training for staff, volunteers, interns and members as needed to cover front desk shifts including to those who do room reservations and training of open/closing of The Action Center.
- Welcome, Meet and Greet visitors at the front desk, provide tours for all visitors at The Action Center.

ASC Team Support (5%)

- Support Executive Director in the process of campaign identification and strategy development
- Actively participate in all staff strategy planning, political development, and evaluation activities
- Cultivate key relationships and partnerships with community leaders and community-based organizations in ASC's network.
- Support in organizing and/or direct actions
- Conduct regular 1-1s and propositions to base contacts to become members of ASC towards building power.
- Identify, develop, and proposition community members and active members to become transformative leaders and join an ASC committee.
- Supervise a Committee Advisor of an ASC Committee
- Support Staff and Programming in ASC organizational priorities including but not limited to: ASC's civic engagement initiatives and programs (including census, voter registration, phone banking, canvassing, voter education, and Get Out the Vote (GOTV) initiatives in San Diego), ASC's Committees programs and events, ASC's events and more.
- Represent ASC's strategy and values in all internal and external activities
- Follow ASC's procedures, policies and work practices
- Assist in administrative and operational duties.
- Additional projects, duties and tasks as assigned by your supervisor

Required Skills and Qualifications

- Bachelor's degree in accounting, finance, or related experience.
- Minimum 2-3 years of proven experience as an AP clerk, bookkeeper or relevant accounting position in an office setting.
- Minimum 2-3 years experience in not-for-profit, or grassroots community organizing
- Minimum of five years of community organizing experience and/or demonstrated interest in activism and support for community members.
- Experience working as an administrative assistant in an office setting.
- Experience with events planning.
- Experience coordinating staff schedules.
- Outstanding organizational, administrative, and analytical skills, with excellent attention to detail
- Two years experience working with an organization serving working class communities of color, especially in San Diego and/or advocacy for own lived experience
- Experience and/or interest in operating in and/or organizing Asian communities.

- Willingness to work additional hours including volunteer hours to meet organizing initiatives
- Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Excellent, well-developed verbal and writing skills are essential
- Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
- A valid drivers license and reliable transportation is required
- Must have access to quality wi-fi at home for occasional remote working.
- Knowledge and experience working with and/or willingness to learn MS Office and Google programs, fast computer skills,
- Knowledge of Quickbooks and other accounting software
- Experience navigating between office and virtual settings.
- Ability and willingness to work flexible hours, including evenings and some weekends

Preferred Qualifications

- Administrative and Accounting experience is preferred
- Non-profit and/or grassroots organization experience is preferred.
- Experience providing direct services to clients involved in the criminal legal system is preferred.
- Strong commitment to ASC's mission and core values
- Experience or familiarity and willingness to work with Asian American folks, communities of color, im/migrant communities, youth, students, and/or people whose first or only language is other than English; especially in San Diego.
- Ability to work collaboratively with ASC and externally with disabled, multi-ethnic, multi-racial, LGBTQ2IA+ communities,
- Bilingual and bi-literate in English and any of the following languages: Burmese, Chinese, Hindi, Khmer, Korean, Laotian, Tagalog, Vietnamese, and/or additional languages is a plus.
- Experience in planning grassroots and policy campaigns & advocacy at the local and state level through legislation, changes in government policy and ballot measures is a plus.
- Strong and demonstrated commitment to social, racial, and economic justice issues
- Capacity to motivate, agitate, laugh with, capture, and move groups of people toward a common vision
- Ability to challenge others and a willingness to be challenged
- Ability to build consensus and effectively manage conflict
- Self-Starter and ability to perform under pressure in a fast-paced flexible environment and meet deadlines
- Flexible and ability to adapt to learning new ideas and concepts, responding to changes and last minute requests from partners or policy makers
- Ability to work independently, think creatively, and prioritize multiple projects
- Excellent listening, oral, and written communication skills
- Willingness to be a part of an ongoing learning culture.
- Knowledge and/or willingness to practice restorative practices, transformative justice, and abolition approaches.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this position the employee is regularly required to operate a personal computer on a desk for many hours at a time, to communicate in-person, on a phone and/or webcam for multiple hours per day. The employee is occasionally required to lift and/or move paperworks, files and other objects of up to 20 pounds. The employee must be able to maneuver in various sites and public venues. Reliable transportation for local travel is required. Because this

position has in-office responsibilities, the employee will need to be fully vaccinated against COVID-19, although accommodation requests will be considered.

Compensation

Asian Solidarity Collective and The Asian Advocacy, Community & Action Center are committed to practicing salary transparency as this salary for this position is \$70,000. Through our fiscal sponsor, ASC/TAC can offer 100% coverage of health insurance and dental insurance for yourself, 15 paid vacation days per year (for the first 3 years and then it increases), 12 paid sick days and an IRA retirement benefit with up to 3% match. ASC/TAC offers a hybrid work mode and flexible work arrangements.

Duration

The position is open until filled. Position is temporary as it will end 1 year post from hiring. If additional funding is acquired, this position could lead to a permanent position with the organization.

To Apply

Interested applicants are invited to email a cover letter explaining your interest and fit for the position, resume, and three references to info@asiansolidaritycollective.org. The deadline to apply is 5:00 pm on October 16, 2023.

The Asian Solidarity Collective is an equal opportunity and affirmative action employer. We especially encourage women, people of color, persons with disabilities, and LGBTQ2IA+ folks to apply.