



RESOURCE DEVELOPMENT ASSOCIATES
230 4th STREET | OAKLAND, CA 94607
(510) 488-4345 | FAX (510) 444-1434
www.resourcedevelopment.net

POSITION TITLE: Bilingual (Spanish) Project Assistant
HOURS: Full Time
LOCATION: Oakland, CA
SALARY: Salary range based on experience

Position Summary

Resource Development Associates is seeking a detail-oriented individual with strong communication skills in both English and Spanish who is committed to social and economic justice to provide administrative support to our project teams. The Bilingual Project Assistant will support work on a wide variety of issues including but not limited to evaluations, planning projects, and grant writing on juvenile and criminal justice, mental health, social services, foster care, public health and many other disciplines. Applicants with a master's degree or PhD need not apply.

Organizational Overview

RDA is a mission driven 30 year old consulting firm and our commitment to social justice permeates every aspect of our work. We provide consultation to city, county, and state agencies and non-profit organizations through the provision of planning, evaluation, resource and organizational development, data analysis, facilitation, and training and technical support. Our efforts are aimed at addressing persistent social, health and economic problems of populations served by public agencies. Learn more about our mission, services, and strengths-based approach to our work at www.resourcedevelopment.net.

Responsibilities

- Schedule and organize interviews, focus groups, team and client meetings (including web-based meetings)
- Set up Survey Gizmo, Google forms, etc. and process surveys with scan software
- Prepare materials for, and take notes at, client and staff meetings, focus groups, and planning retreats
- Format documents and develop tables, graphs, and other graphics for reports and presentations
- Translate written materials
- Assist with data collection and receipt, and data entry
- Transcribe and clean notes
- Conduct literature reviews
- Assist with ad hoc project tasks
- Assist with travel arrangements for project teams as necessary
- Supports office management activities including but not limited to filing, re-stocking supplies, managing vendors, ensuring cleanliness and troubleshooting office equipment
- Provides support to all staff as directed by the CEO, Managing Director and Director of Finance, Talent & Operations

Minimum Qualifications

- Bachelor's Degree or 3 years relevant experience in a professional environment;
- Competency with Microsoft Office programs, including Word, Excel, PowerPoint and Access;
- Interest in working in diverse communities.
- Spanish language fluency;
- Display professionalism in the workplace and the field;
- Strong attention to detail and time management skills;
- Demonstrated experience in being a quick learner and self-directed.

Employee Benefits

- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years of employment
- 100% RDA sponsored health, dental, and vision insurance
- RDA sponsored long and short-term disability insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses



To Apply: Please send cover letter, resume, three references, writing sample (if available) and salary history to admin@resourcedevelopment.net. This job will remain open until filled. No phone calls please. RDA is an equal opportunity employer. RDA appreciates each application it receives, but due the volume of responses for positions at RDA, only candidates who best fit the needs of the organization will be contacted.

As an equal opportunity employer, RDA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply.

