



RESOURCE DEVELOPMENT ASSOCIATES  
230 4<sup>th</sup> STREET | OAKLAND, CA 94607  
(510) 488-4345 | FAX (510) 444-1434  
[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

**POSITION TITLE:** Operations Assistant  
**SUPERVISOR:** Director of Finance, Talent, & Operations  
**HOURS :** Full Time  
**LOCATION:** Oakland, CA

### **Organizational Overview**

RDA provides 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](http://www.resourcedevelopment.net).

### **Position Overview**

The Operations Assistant will work as a member of the Operations Team and be responsible for assisting the team in a variety of administrative and business development related tasks. The Operations Assistant should have a commitment to social justice and the desire to make a difference by supporting a dynamic organization. This person should have the ability to foster a positive work culture and be a self-directed quick learner with an appreciation of the discretion required of the position. This is a full-time, non-exempt entry-level position.

### **Responsibilities**

- Provide support to all staff as directed by the CEO, Managing Director and Director of Finance, Talent & Operations
- Support office management activities including but not limited to filing, purchasing supplies, managing vendors, ensuring cleanliness and troubleshooting office equipment
- Participate in and take notes at meetings, planning retreats and assist with preparation of meeting materials
- Conduct research as needed and support special projects
- Process and file client contracts, invoices, and mail
- Support company events and senior staff event travel arrangements (logistics support, event set-up and coordination, etc.) as needed
- Data Entry tasks
- Outreach to and schedule meetings with potential clients and vendors
- Support written responses to Requests for Proposals and provide ad hoc support to Business Development team

### **Minimum Qualifications**

- Competency with Microsoft Office programs, including Word, Excel, and PowerPoint.
- Strong attention to detail.
- Excellent organization skills, work habits, verbal and written communication skills.
- Demonstrated ability to be an effective, efficient and positive team member, as well as the ability to work independently.
- Driver's License and access to a registered and insured vehicle for use in carrying out job related duties.

### **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 and salary history to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line "Operations Assistant". 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.

