



RESOURCE DEVELOPMENT ASSOCIATES
2333 Harrison St | OAKLAND, CA 94612
(510) 488-4345 | FAX (510) 735-9064
www.resourcedevelopment.net

POSITION TITLE: Executive Assistant
SUPERVISORS: CEO
HOURS: Full time
LOCATION: Oakland, CA
SALARY: Commensurate with experience

Who We Are

Our commitment to social justice permeates every aspect of our work. Resource Development Associates (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.

Who You Are

RDA is seeking an experienced professional with initiative, discretion, and excellent interpersonal skills to support the CEO. The Executive Assistant should welcome opportunities to develop new areas of expertise and be able to manage simultaneous priorities. The ideal candidate will be able to work independently, have exceptional communication (verbal and written) skills, and have excellent attention to detail. The Executive Assistant will promote and model RDA's core values.

What You'll Do

- Maintain appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel, and tracking expense records.
- Manage email, voicemail and professional on-line profiles (e.g. LinkedIn) as requested.
- Prepare CEO for meetings with folders of pertinent materials for quick briefing.
- Facilitate high level communications by drafting, composing and distributing correspondence.
- Perform note-taking duties.
- Assist with research projects.
- Perform data analyses using Excel and present information in various formats including charts, graphs and PowerPoint presentations.
- Provide support to CEO role on external committees including material preparation.
- Coordinate with the Executive and Operations team members to execute special projects as needed.

What You'll Bring

- A bachelor's degree and minimum of 3-5 years' work experience as an Executive Assistant
- Computer skills including competency with Word, Excel, PowerPoint
- Driver's license and access to a registered and insured vehicle for use in carrying out job related duties

Benefits at RDA

- 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
- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years of employment

To Apply: Please send cover letter, resume, and three references to careers@resourcedevelopment.net. This job will remain open until filled. No phone calls please. RDA appreciates each application it receives, but due to 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.