



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

POSITION TITLE: Director Support Assistant
SUPERVISORS: Director of Finance, Talent and Operations
HOURS: Full time
LOCATION: Oakland, CA
SALARY: Commensurate with experience

Who We Are

RDA is a woman-owned, mission driven consulting firm with a 30-year history. We provide consultation to city, county, and state agencies and non-profit organizations. 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 Practice Directors at RDA. The Directors' Assistant should welcome opportunities to develop new areas of expertise and be able to manage simultaneous priorities. The ideal candidate will also be able to work independently; have exceptional verbal and written communication skills; have excellent attention to detail; have computer skills including competency with Word, Excel, PowerPoint; and a bachelor's degree and minimum of 3-5 years' work experience as an Executive Assistant. The Directors' Assistant will promote and model RDA's core values.

What You'll Do

- Maintain appointment schedules by planning and scheduling meetings, conferences, and teleconferences;
- Coordinate meetings and client events including venue and refreshment arrangements, incentive purchasing and tracking, and perform note taking duties.
- Manage expense report preparation and submission, and invoice tracking;
- Communicate and maintain working relationship with client agency staff;
- Manage email and voicemail as requested;
- Assist with research projects and prepare reports as needed;
- Support and coordinate logistics with RDA project staff
- Coordinate project team travel with Operations team;
- Work with the Executive and Operations team members to execute special projects and staff wide events
- Support office activities including but not limited to ensuring cleanliness and troubleshooting office equipment.

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 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.