



RESOURCE DEVELOPMENT ASSOCIATES  
2333 HARRISON STREET | OAKLAND, CA 94612  
(510) 488-4345 | FAX (510) 444-1434  
[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

**POSITION TITLE:** Temporary Administrative Assistant  
**SUPERVISOR:** Director of Finance, Talent and Operations  
**HOURS & STATUS:** Part Time, non-exempt entry-level position  
**DURATION:** August – October 2018  
**LOCATION:** Oakland, CA  
**HOURLY RATE:** \$17.00

### **Position Summary**

The Temporary Administrative Assistant will work as a member of the Operations Team and be responsible for assisting the Managing Director and the Director of Finance, Talent and Operations (DFTO) in a variety of administrative tasks. The person must have desire to make a difference and support a dynamic organization. This is a temporary part-time, non-exempt entry-level position.

### **Organizational Overview**

RDA is a mission driven 30 year old consulting firm and our commitment to social justice permeates every aspect of our work. 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).

### **Responsibilities**

- Provide support to all staff as directed by the CEO, Managing Director and DFTO
- Support office management activities including but not limited to filing, purchasing supplies and food, managing vendors, ensuring cleanliness and troubleshooting office equipment
- Prepare materials for, participate in and take notes at meetings, and planning retreats
- Conduct research and data entry tasks as needed
- Process and file client contracts, invoices, and mail
- Support and conduct internal and external company communication and calendar coordination
- Support company events and senior staff event travel arrangements (logistics support, event set-up and coordination, etc.) as needed

### **Minimum Qualifications**

- Experience in a professional environment;
- Competency with Microsoft Office programs, including Word, Excel, PowerPoint and Access;
- Interest in working in diverse communities;
- Excellent organization skills, work habits, verbal and written communication skills;
- Display professionalism in the workplace and the field;
- Strong attention to detail and time management skills;
- Demonstrated experience in being a quick learner and ability to be an effective, efficient and positive team member.

### **Employee Benefits**

- RDA sponsored health, dental, and vision insurance at prorated rate for part-time status
- 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, three references, writing sample (if available) and salary history to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net) with the subject line “Temp-Administrative Assistant”. 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.