

Senior Administrative and Office Assistant

LOCATION: Headquartered in Oakland, CA; must be able to be in the office a minimum of four days per week

HOURS: Full-time, exempt

SALARY RANGE: \$85,000 - \$100,000 per year

The Opportunity

Join RDA Consulting as our next Senior Administrative and Office Assistant, supporting our executive team and driving smooth office operations. Under general direction, the Senior Administrative and Office Assistant provides support to the CEO and COO, as well as other executive staff. We are seeking an individual with advanced administrative support and office management experience who thrives on problem-solving, juggling multiple priorities, and collaborating with diverse groups of people.

The ideal candidate is a self-directed, fast learner who brings a positive attitude to the workplace and maintains a high level of discretion and confidentiality. Based in our Oakland headquarters, this position requires in-office presence four days per week.

Position and Responsibilities

- Support executive staff in scheduling, communications, research, and other administrative duties
- Maintain CEO and COO appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel
- Manage CEO email, voicemail, and professional online profiles (e.g., LinkedIn)
- Provide regular reports to the Executive Team on organizational KPIs
- Conduct research, writing, or analysis projects as assigned by executive team members
- Provide support and final formatting for materials such as agendas, handouts, and presentations, including production, assembly, and submission of materials
- Support HR functions in requisition management, including interview coordination, new hire administrative setup, new hire equipment logistics, and onboarding coordination
- Support Finance functions, including monthly credit card statement reconciliation, receipt management, and mail collection
- Provide administrative support to the Board of Directors
- Coordinate social events, general office organization and appearance, supplies, equipment, and landlord relations
- Manage the organizational calendar and email accounts (e.g. info@)
- Create and maintain process documentation related to areas of responsibility
- Purchase incentives for project-related community outreach efforts
- Assist with vendor selection, service agreement reviews and execution, and manage vendor contracts
- Support obtaining business certifications and recertification's (i.e., DBE, SLEB certifications, etc.)
- Work as a member of Operations team collaboratively to take charge of special projects as needed

About You - Knowledge, Skills, and Expertise

- Competency with Microsoft Office and Google Suite
- High level of integrity and confidentiality
- Excellent attention to detail
- Ability to learn new software applications as needed
- Excellent organization skills, work habits, verbal and written communication skills

- Demonstrated ability to be an effective, efficient, and positive team member
- Self-starter with experience working independently as well as a member or leader of a team
- Superior command of calendar and email management
- Ability to carry out responsibilities with a growth mindset, incorporating feedback and lessons learned for continuous improvement
- Ability to manage several projects and tasks simultaneously with attention to competing deadlines
- Strong interpersonal, organizational, and planning abilities

Minimum Qualifications

- High School Diploma required; Bachelor's Degree preferred
- Minimum of five (5) years' work experience as an Executive Assistant, Senior Administrative Assistant, Business Partner, or similar role
- Ability to learn new concepts and skills rapidly
- Ability to travel to and work from RDA Consulting's Oakland office a minimum of four days a week

Benefits of Working at RDA Consulting

- Dynamic and collaborative workplace
- Family-friendly environment with accommodating schedules
- 100% RDA Consulting-sponsored health, dental, vision, life, and disability insurance for employees
- 401 (k) and IRA, with RDA Consulting discretionary match after 1 year
- Pre-tax flexible spending accounts for medical, dependent care, transit, and parking expenses
- RDA is an [Employee Ownership Trust \(EOT\)](#) and offers the opportunity to participate in shared governance and the potential of profit sharing
- Access to discounted retail products and services

About RDA Consulting

RDA Consulting, SPC (RDA) is a mission-driven, employee-owned, majority women-managed social purpose corporation. With headquarters in Oakland, CA, we operate across the United States, working to help public and social sector organizations to best meet the needs of their communities.

RDA's services include research and evaluation, assessment and planning, technical assistance, facilitation, community outreach and engagement, and program design and implementation support. We deliver these services to clients and communities across intersecting public systems, including adult and juvenile justice, public and behavioral health, housing and homelessness, child and family welfare, youth development, adult education, and workforce development. Across our work, RDA prioritizes community engagement to elevate the voices of those most impacted by public systems.

We work at the strategic intersection of applied research and implementation with organizations that are working on the ground to improve equity, access, and opportunity. We hold a big-picture perspective while being pragmatic. We rely on data to inform change and are passionate about addressing complex social issues.

WHEN APPLYING

Include a cover letter and writing sample or work product with your resume.

Celebrating Diversity and Inclusion

RDA Consulting is an equal opportunity employer committed to equitable and inclusive hiring practices. We strongly encourage applications from individuals of all cultural backgrounds, religions, gender identities, sexual orientations, ages, and abilities.

Work Location of this Position

RDA Consulting is a hybrid office environment in which many roles provide the option to work at our Oakland, CA

headquarters or to work remotely. The decision to allow remote work is based on the requirements of each individual position. If a non-Bay Area candidate is selected for this position, they must be willing to travel and attend meetings in alignment with the Pacific Time Zone as needed to support client and organizational goals.