POSITION: ADMINISTRATIVE ANALYST (PART-TIME)

PROGRAM: DEVELOPMENT DEPARTMENT/ADMINISTRATION

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under the general supervision of the Marketing & Communications Manager, the Administrative Analyst provides independent and accurate technical, administrative and analytical support to the Development department. Job duties include, but are not limited to data entry and analysis; donor and grant research; general office support for administration, development; and performance of additional tasks as assigned.

DUTIES AND RESPONSIBILITIES:
1. Identifies and researches new funding sources including major donors, businesses, foundations and corporations.
2. Gathers, compiles and organizes data, statistics and other information for reports, proposals and agendas.
3. Maintains the integrity of the donor database by accurately entering donations, creates queries and reports and manages disbursement of thank you letters.
4. Independently develops a variety of documents including correspondence, reports, memos and agendas.
5. Provides event support for programs as directed by the Marketing & Communications Manager.
6. Contributes to development, printing and distribution of promotional materials such as flyers, brochures and posters.
7. Performs a variety of administrative duties including ordering business cards and stationary, preparing large mailings, stuffing envelopes and delivering mailings to the post-office, and other administrative tasks as required.
8. Edits own and others' materials for clarity, grammar and conciseness.
9. Develops procedures, methods and systems as directed.
10. Uses judgment and discretion when dealing with information gained during the course of work; maintains confidentiality when required.

11. Develops and maintains effective working relationships with other agency staff members, members of the Board of Directors, and with representatives of funding sources, governmental and community organizations, and others in regular contact with the agency.

12. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

13. Drives a motor vehicle incidental to the performance of the work.

14. Assists the Marketing & Communications Manager as directed.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Standard administration practices and procedures, with particular reference to a nonprofit community based setting;
- General office practices, including filing, report preparation and the use of standard office equipment.
- Proper grammar, spelling, punctuation and correspondence format;
- Methods of collecting, organizing and presenting data and information;

Skill in:
- Preparing and maintaining a variety of records, reports and forms;
- Providing administrative and technical support;
- Identifying and implementing process improvements;
- Researching and analyzing policies, procedures, regulations and rules;
- Collecting, organizing, interpreting and analyzing data;
- Using a personal computer and ancillary equipment for word processing, spreadsheet and database management;
- Communicating information professionally, clearly and concisely verbally and in writing;
- Working independently to complete projects;
- Effectively organizing assigned tasks and work within deadlines;
- Communicating effectively with other agency staff and with representatives of funding organizations, banks, insurance companies and vendors;
- Dealing tactfully, cooperatively and effectively with agency staff members, members of Board of Directors; agencies, community organizations, representatives of funding sources, contractors, governmental and regulatory
bodies, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

**OTHER REQUIREMENTS:**

- Must have access to a motor vehicle incidental to the performance of work. Must be insurable and provide proof of insurance;
- Some college preferred;
- Must have at least one year of demonstrated experience in performing similar work, preferably in a public or non-profit setting;
- May work nights and weekends as needed;
- Must pass a criminal background check; and
- Must be able to lift up to 25 pounds.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

**RATE OF PAY AND HOURS:**

- This is a confidential, non-exempt, part-time, 20-hour/week position with occasional evening work as needed.
- The agency rate of pay range for this position is $17.21-$23.63 per hour. The position will be offered starting at $18.91 per hour, depending on experience and skill (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
- Regular, on-site attendance is required.

**BENEFITS:**

- Paid holidays and sick leave, pro-rated based on hours worked.
- Employee Assistance Program (EAP).
- Paid lunch if applicable.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- Must include a Cover Letter and a writing sample.
- The application may be downloaded at: https://communitybridges.org/employment/
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.
COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.