



Administrative Assistant

The Gemma Project is seeking skilled, passionate, and dedicated individuals eager to contribute to our mission of providing and promoting the national creation of gender-responsive jail reentry programming for incarcerated and formerly incarcerated women. The Gemma Project is a trauma responsive, female-led organization that centers integrity and compassion in all the services we provide. Join our team to help us *reduce recidivism, break the intergenerational cycle of incarceration, and create healthier communities.*

Individuals with a history of justice system involvement are strongly encouraged to apply.

Physical Requirements:

Initial work environment allows for remote working but is expected to transition to 70% in person in The Gemma Project office in Oakland, CA within the first year.

How you'll fit in:

You'll be a great fit for our team if you are an Administrative Assistant committed to providing a wide range of advanced administrative support to the Executive Director and overall organizational support to The Gemma Project and elevates our gender and trauma responsive culture. The Administrative Assistant is responsible for acting as initial point of contact for staff, volunteers, donors, program participants, and the public; managing calendars/schedules; includes exposure to sensitive information and requires considerable use of tact, diplomacy, discretion, and judgment; assumes responsibility for some special projects, database maintenance; research and analysis of data; and report development for management decision-making.

This position reports to the Executive Director.

What you'll do:

- Act as the primary point of contact between Executive Director and external parties
- Provide detailed management including but not limited to calendar management, expense report management, electronic and hard-copy mail processing, invitation/meeting coordination, travel coordination and project management
- Manage contact lists including maintenance of Mailchimp lists in coordination with Donor Relations and Social Media Coordinator
- Provide administrative support to Program Coordinators as needed

- Respond to Executive Director requests and queries promptly and appropriately
- Protect the organization and individuals by appropriately managing confidential information
- Exercise initiative to overcome obstacles that may arise due to changing conditions
- Assist with special projects, events, and staff trainings as needed or assigned
- Provide general administrative support to overall office operations as needed
- Provide front office support by greeting visitors, answering questions, providing directions, and notifying staff of visitors
- Assist in orienting, training, and supporting new staff, volunteers, and interns
- Manage filing and data entry as needed or assigned
- Perform administrative and clerical duties necessary to the position
- Maintain facility, equipment, and materials
- Attend and actively contribute to staff meetings and additional team meetings
- Attend other relevant meetings as assigned
- Regularly communicate and coordinate with Executive Director and report any concerns
- Support related fund development activities
- Provide health and Medi-Cal outreach, information, referral, eligibility, access assistance, planning and MAA coordination activities
- Perform outreach activities related to Program as needed
- Other Duties as assigned

What you'll bring:

- Passion for The Gemma Project's mission and empathy for the unique challenges facing incarcerated and formerly incarcerated women
- Commitment to positively contributing to a diverse, equitable, inclusive, and trauma responsive organizational culture through self-awareness, cultural humility, and valuing others
- Dedication to supporting and celebrating female identified individuals in their healing, development, and contributions to the community
- A reputation for a high standard of honesty, integrity, and professionalism
- A curious, detail-oriented, and problem-solving mindset focused on centering gender and trauma responsive services
- The ability to create and maintain collaborative relationships across other functional areas to solve problems, and improve programs, systems, and outcomes for participants
- Receptivity to feedback and ability to ask for and accept help
- The ability to find joy in our work, contribute to optimism, and celebrate individual and team achievements
- Excellent interpersonal and written communications skills
- Strong organizational, schedule management, project management, and problem-solving skills with excellent multi-tasking abilities
- Ability to organize complex material and manage multiple projects at a time

- Great analytical skills as some duties may be of a complex nature, requiring judgment for when there are no precedents
- Ability to work both independently and collaboratively with a wide range of constituents including staff, volunteers, donors, program participants, and the public
- Some knowledge of resources for incarcerated and formerly incarcerated women and/or ability to quickly integrate knowledge
- Ability to successfully utilize de-escalation communication techniques
- Be detail-oriented, highly organized, and able to set and meet goals and deadlines
- Be a self-starter, responsible, and motivated
- Maintain good rapport with participants, staff, donors, and volunteers
- Demonstrate ability to work effectively with people of all backgrounds
- Experience and fluency in Microsoft Office software programs, including Word, Excel, and PowerPoint as well as Google Suite. Graphic design software experience a plus.
- Bilingual/Bicultural (English/Spanish) Preferred

How you apply:

Please email the following elements to: cynthia@thegemmaproject.org

- Cover letter describing your interest in this position and how you would contribute to The Gemma Project
- Resume
- At least three references who can attest to your ability to be successful in this role

We will consider all paid and unpaid experience relative to this position, including internships, fellowships, and volunteer activities.

Compensation

The Gemma Project believes that pay equity and pay transparency advance workplace fairness. Compensation will be equitable and based on experience. The salary range for this position \$61,463 - \$66,463 plus full health, vision, and dental benefits, 24 days of PTO annually plus holidays, and 3% employer contribution to retirement.

The Gemma Project recognizes the impact human services work can have on service providers and aims to take care of our staff and those we serve by paying a living wage, providing health benefits and a retirement program, maintaining reasonable workloads and work hours, reinforcing professional boundaries, and centering professional development. We are a trauma responsive culture in which we demonstrate for those we serve that we value all people in the work we do. The Gemma Project hires skilled, dedicated, innovative, and passionate people and gives them opportunities to grow and succeed.

Diversity, Equity, Inclusion, Belonging & Equal Employment Opportunity Statement:

The Gemma Project affirms that inequity is detrimental to our staff, our participants, and the communities we serve. Together, we unite for equity in our goal to impact lasting change through our actions. The Gemma Project is committed to equal employment opportunities regardless of any protected characteristic, including race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability or history of justice system involvement.

