

Environmental Health Coalition

COALICION de SALUD AMBIENTAL

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JOB ANNOUNCEMENT DIRECTOR OF ADMINISTRATION

Full-Time Position

Environmental Health Coalition (EHC) is a 30-year old San Diego/Tijuana non-profit environmental justice organization dedicated to the prevention and cleanup of toxic pollution threatening our health, our community, and the environment.

EHC is seeking a dynamic, experienced non-profit professional to join its senior management team as the Director of the Administration Department. The major responsibility of the Director of Administration is to provide strategic leadership in areas that are of vital importance to the organization including financial management, human resource management and administration, ensuring that future needs are planned for.

Responsibilities include

Overall management of the Administration Department which includes Office, Human Resources Management, Finance, and IT/Data Base systems

- Office Management
 - Organization and maintenance of office systems, including the development and monitoring of office budget; organization-wide electronic and hard copy filing and record retention systems
 - Landlord, maintenance, and vendor liaison, including lease and contract negotiations
 - Management of physical office move, if needed
 - Providing backup to office assistant on reception, mail processing, and other clerical duties
 - Inventory and purchasing of office equipment, furniture, and supplies
- Human Resources Management
 - Managing employee benefits package and perform periodic (at least bi-annual) review of employee benefits package to ensure cost effectiveness
 - Supervise Human Resources Clerk responsible for maintenance of employee personnel and payroll records, liaison with payroll contractor, and assisting employees in enrolling and/or making changes to individual benefit plans
 - Coordinate recruitment, hiring, and orientation of new staff, performance reviews and staff development of existing staff, and terminations of staff
 - Maintaining and updating Employee Handbook, Personnel Policies and Procedures
- IT/Data Base Management
 - Supervise the IT/Data Base Manager to continue to improve office

- technological capabilities, keeping abreast of and implementing new and innovative methods and systems
 - Development and implementation of an annual IT/Data Base plan
- Finance Department Management
 - Oversee the Finance Manager's day-to-day accounting functions
 - Deliver superior budget & financial management reporting, analysis and solutions; analyze, monitor, and present monthly financial reports in a timely manner; identify potential budget shortfalls and adjustments, and develop and recommend possible resolutions; report significant changes or exceptions (revenue or expense) to the Executive Director;
 - Ensure that EHC's financial operations are accurate, transparent and comply with legal requirements and best accounting practices
 - Develop and oversee investment strategy
 - Develop and manage contracts with outside providers such as banks, accountants, and auditors
 - Development of the organization's annual budget with the Executive Director for Board approval
- Organizational governance
 - Develop organizational policies and Board policies
 - Keep the Executive Director informed of new laws and trends in non-profit governance
- Supervision of 4-5 staff in the Administration Department

Qualifications and Skills Required

- Proven ability and three-five years experience in administration, HR and fiscal management including knowledge of accounting and financial systems especially related to non-profit institutions.
- Experience leading, managing and participating on teams with shared responsibility for outcomes and decision-making
- Supervisory experience
- Excellent oral and written communication skills
- Ability to handle multiple tasks, work under pressure, and maintain attention to detail
- Proficient with a variety of computer programs necessary for the management of an office, including word processing, spreadsheets, data base management, payroll, and email.
- Bi-lingual – English/Spanish – highly preferred
- Interest in and commitment to environmental and public health protection and social justice

Salary Range: Based on experience

Benefits include health, dental, and vision insurance, retirement plan, vacation and sick leave

Target Start Date: Position open until filled

Applications: Submit cover letter and resume to Environmental Health Coalition, 401 Mile of Cars Way, Suite 310, National City, CA 91950 or email same to ehc@environmentalhealth.org

EHC is an equal opportunity employer and encourages people of color and women to apply.