



ADMINISTRATIVE ASSOCIATE - Dues Manager/Special Projects

Job opening - August 2021

Location: Berkeley, CA or remote. If applying for additional position*, applicants must live in greater Bay Area.

Type of Position: Administrative Non-exempt. The position will work 24 hours* per week. (*Potential additional hours-details below.)

Hourly rate: \$35.48 per hour.

To Apply: Please send a cover letter and resume to kathleen@ridhwan.org by September 5, 2021. Submittals without cover letters will not be accepted. Please include the title of the position: **Administrative Associate** in the subject line.

Purpose: The Ridhwan Foundation is a Berkeley-based nonprofit religious association that supports the work of the international contemporary spiritual path, the Diamond Approach (www.diamondapproach.org) and the worldwide Ridhwan School. The Administrative Associate/Dues Manager/Special Projects position will provide general office and program support in compliance with the needs and objectives of The Ridhwan Foundation ("RF").

Essential Duties and Functions: The Administrative Associate reports to the Director of Administration and works closely with other staff managers and directors to assist and support the day-to-day operations of the school's internal and external-facing administrative responsibilities. The Administrative Associate will:

- Work closely with administrators and teachers in the collection and management of information statements from all new members of the Foundation, as well as record-keeping of this legal document on the school database.
- Work with all group administrators and teachers in the collection and recording of annual membership dues.
- Support and work with group administrators on web-based student portal responsibilities.
- Assist the web team as a support to group administrator functions on the Drupal-based OS membership portal.
- Upkeep the resource library on the administrator hub of the school's website and publish a monthly administrative newsletter in collaboration with the Program Manager.
- Work in collaboration with the accounting and administrative departments.

This position is also the resource for core functions of the central school office and will:

- Monitor online support desk for areas described above.
- Assist in the preparation of quarterly office reports for review by board committees.
- Assume responsibilities and general research for various special projects relating to support of departments and programs within the Ridhwan school.

- As needed, take part in training group program administrators expressly in all elements of dues, information statements, and student records in the on-line portal.

***You may also be considered to support the school’s fundraising program: Friends of Ridhwan (“FOR”). If selected it would add up to 6-8 hours to your weekly schedule depending on the time of year.**

For this role you would be under the direction of the FOR Administrative Manager and must live in the greater Bay Area.

- Provide administrative support for all fund-raising activities including maintaining donor records.
- Work to update and migrate the FOR fund-raising filing system for use by FOR staff, board, and school committees.
- Perform data entry and reconciliation with accounting entries for fundraising.
- Communicate with donors and ensure timely, personal, and accurate donor acknowledgement letters.

Requirements and Preferred Qualifications (Knowledge, Skills, and Abilities):

- Minimum 2-3 years’ experience as an administrative assistant.
- Basic knowledge of website administrative tasks with familiarity in CRM databases, experience with Drupal and CiviCRM-based systems a plus.
- Bachelor’s degree or equivalent work experience.
- Enthusiastic, self-motivated, and possessing the ability to execute tasks with minimal direction.
- Excellent organizational skills.
- Excellent computer skills and proficiency in Microsoft Office Suite.
- Attention to detail.
- Innovative and creative team member with an interest in problem solving.
- Adaptable, flexible, and able to manage multiple, competing priorities successfully.
- Outstanding interpersonal skills including the ability to interact with staff, teachers, and students in an effective, professional, confidential and tactful manner.
- Ability to communicate clearly and effectively, both orally and in writing, including communication of administrative functions to people who do not share this expertise.
- Mature and comfortable in a dynamically evolving environment.
- Familiarity with/interest in spiritual/personal growth paths and organizations, familiarity with the Diamond Approach preferred but not required.

Currently, The Ridhwan Foundation offers PTO and sick time but does not provide healthcare benefits to employees.