JOB DESCRIPTION
Director of Administration

SALARY RANGE: $82,000-$88,000 Annually
REPORTS TO: Chief Executive Officer (CEO)
LOCATION: Hybrid, Northern California
EMPLOYMENT TYPE: Full-time

ABOUT TRADESWOMEN INC.

Tradeswomen, Inc. (TWI) is a Bay Area non-profit organization that was established in 1979, with the mission of increasing the number of women working in the building trades and ensuring that they can thrive in their construction careers. TWI is a workforce development organization that is rapidly expanding and evolving into new territories.

Through the development of strong collaborative relationships with TWI’s partners, including local union representatives, cooperating employers, community-based organizations, workforce development programs and public agencies, TWI accomplishes its mission by concentrating on three key strategies:

1. **Recruitment:** Attract, recruit and train women from low-income communities to the building trade industry through community outreach, marketing, and apprenticeship opportunities.
2. **Retention:** Provide the supportive services needed to enable women to stay in the trades, including mentoring, child care, support networks, and the elimination of sexual harassment.
3. **Leadership Development:** Provide women with the skills to advance on the job and in their unions; create tradeswomen forums and partnerships to enact policy reforms that will enhance recruitment and retention.

TWI also believes apprenticeships and an expansive network of partnerships are critical in launching women into high-wage building trades careers.

**WHY JOIN OUR ORGANIZATION?**

By increasing the participation of women in the construction trades, TWI is making a lasting economic impact! According to the US Bureau of Labor Statistics, from 2021 through 2031 approximately 723,400 jobs are expected each year. Currently, about 10.9% of these jobs are held by women. Many of these job opportunities have above average earning potential, the inclusion of benefits, union representation and equity.
TWI is changing lives and generational trajectory one woman at a time! AND we need people like you, to be a social change agent to continue our mission.

BENEFITS

In addition to medical, dental, and vision coverage and the opportunity to contribute to a 403b, TWI provides paid time off in the form of PTO, sick time off, holidays, self-care wellness days and birthday leave.

JOB SUMMARY

The Director of Administration reports to the Chief Operations Officer (COO) and is responsible for administrative and fiscal support, directing operational plans, improving information systems, overseeing human resources, recruiting for top talent and supporting senior executives. The Director of Administration ensures the smooth running of the organization and is pivotal to the success of TWI.

The right candidate is committed to increasing women’s self-Sufficiency through the access to high-paying blue-collar craft careers. They will be committed to strategies that TWI utilizes including, apprenticeships, supportive services, and industry reform. They recognize their role ensuring that TWI has sound operating procedures and is protected from legal and compliance issues. If this job is right for you, you will be able to successfully work remotely, be self-directed, and have experience working in strong team and organizational partnerships. The person we are looking for is meticulously organized and detail oriented.

JOB DUTIES AND RESPONSIBILITIES

Human Resource Oversight

- Reviews, updates, creates and distributes organizational handbooks and policies and procedures documents
- Reviews, updates and creates systems, policies and procedures related to recruitment and hiring
- Reviews, updates and creates onboarding and offboarding procedures that ensure compliance with federal, state, and local requirements
- Under the direction of the COO, supports benefits administration
- Fields internal and external HR related inquiries or requests
- Evaluates and makes recommendations regarding organizational data systems, including HR Information Systems (HRIS) and Applicant Tracking System (ATS).
• Audits required organizational and employee documentation to ensure accuracy and compliance with federal, state, and local requirements
• Provides recommendations to executive leadership around sensitive issues including, but not limited to, investigations, performance management, conflict management, and interpretation of policies
• Uses strong understanding of recruiting practices and ATS systems to attract, recruit, hire and retain top talent to TWI
• Maintains and updates confidential records, and ensures information is organized and easily accessible.

Administrative Management

• Supports team by providing logistics for all-team events and gatherings, including but not limited to brainstorming, scheduling, and note-taking as needed
• Collaborates with dedicated IT/Data staff in regards to the collection and distribution of employee laptops and other equipment
• Coordinates training sessions and seminars as needed for HR owned events
• Scans, deposits checks, and completes bank deposits as needed
• Serves as point of contact with vendors/administrators
• Assists with administrative tasks to support the daily operations of offices
• Assists with payroll, processes mail, coordinates post office trips and performs other ad hoc clerical functions
• Performs all other duties and tasks as assigned, with an “all-hands-on-deck” mindset
• Prepares documents, presentations, summarizes meeting notes, plans quarterly events
• Anticipates needs and upcoming deadlines to proactively provide support
• Uses Strong interpersonal skills to build and maintain positive relationships with stakeholders at all levels
• Handle ad hoc administrative tasks and special projects as assigned

Temporary Executive Administrative Support

• Efficiently manages calendars, schedules appointments, and coordinates internal and external meetings
• Screens, prioritizes and responds to emails and correspondence
• Prepares documents, presentations, summarizes meeting notes, and plans quarterly events
• Coordinates travel arrangements, including booking flights, accommodations, and transportation
Maintains and updates confidential files, records, and ensuring information is organized and easily accessible

**KNOWLEDGE AND SKILLS**

- Solid working knowledge of legal, HR, and recruiting best practices required
- Ability to perform all task in a manner that demonstrates organization, accuracy, thoroughness, and the ability to review the work of others for quality
- Exceptional written and verbal communication skills as to communicate with employees, the executive team, TWI Board of Directors, and in group presentations and meetings
- Must possess cultural competency and the ability to communicate effectively in a culturally sensitive manner with both individuals and groups from diverse backgrounds
- Ability to apply proactive, strategic and detail-oriented approaches, with a strong commitment to quality, efficiency and effectiveness
- The ability to balance competing demands for time and prioritize workload to meet deadlines
- Advance Proficiency in Zoom, Microsoft Office, Google Workspace, and databases
- Ability to maintain strict confidentiality and take all precautions when handling sensitive information
- Must be able to hold sensitive information confidentially, and navigate urgent and sensitive employee issues with care
- Ability to effectively and efficiently work from home, with minimum supervision and a high level of accountability

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree required
- Masters degree preferred
- 5+ years of experience in a similar role
- Strong understanding of MS Office, GSuite; and experience with HRIS and ATS systems required
- Proven experience as an Administrator and Executive Assistant or in a similar administrative role.
- Exceptional organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills, with a high level of professionalism and attention to detail.
- Excellent problem-solving and decision-making abilities, with a proactive approach to challenges.
• Flexibility and adaptability to work in a fast-paced environment and manage multiple priorities

PHYSICAL REQUIREMENTS

• Frequent talking and hearing conversations
• Long periods of walking, sitting, or driving
• Lifting items that weigh up to 25lbs; reaching, bending, carrying, and stooping within the daily routine of tasks and activities

WORK ENVIRONMENT

• Hybrid, must live in Northern or Southern California
• Must be willing to travel statewide for various locations, events, conferences, and meetings, as needed.
• Up to 30% travel to TWI locations throughout California, as needed

GROWTH OPPORTUNITY

AT TWI, we believe employee retention and growth are essential to the success of our mission. We are committed to providing professional development, coaching plans, and opportunities to our employees.

For consideration please forward resume and cover letter to Recruiting at careers@tradewomen.org

TWI is an equal opportunity employer and seeks qualified applicants without regard to race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.