



Administrative Assistant Part Time

Atma Connect, an Award-winning nonprofit technology company, is seeking an Administrative Assistant to support nonprofit operations, HR, and accounting. Atma Connect is based in Oakland, CA and the job is a mix of remote and office work.

Responsibilities

Operations and HR Administration

- Support office systems that are appropriate to meet needs of a growing team, and everyone has what they need to do their jobs.
 - Support project management systems and tools, manage all organizational calendars
 - Support communications systems: phone, email, virtual meetings
 - Maintain organized electronic (Dropbox, Google docs) and physical files
- Purchase supplies, print materials.
- Maintain and support technology (IT) needs: computers, printers, database, website, Google Apps, Dropbox.
- Support hiring and onboarding process for new staff or contractors as needed.
- Assist travel, meeting and event logistics for Atma staff and partners.
- Compile monthly staff activity reports and documentation.
- Assist Operations and Program Manager as needed in operations and HR.

Financial Administration

- Support effective invoicing and expense accounting, including oversight of staff reimbursements/credit cards and receipt collection.
- Manage financial records and files.
- Import and organize donor and funder information into Atma's fundraising database.
- Assist with donor correspondence such as thank you letters and tax receipts.
- Assist Operations and Program Manager as needed in accounting.

Qualifications

- **Initiative, attention to detail and 100% follow-through:** You need the ability to manage time well, establish realistic deadlines and meet them consistently. Your work should be thorough, accurate and precise.
- **Basic operations experience:** Experience in an admin or operations role is a plus. You must have demonstrated competency in Microsoft Office and Google Apps. Interest in basic bookkeeping is needed. What is most important is an organized mind and willingness to learn.
- **Fluency, curiosity and an intrepid approach to technology:** Because we have a remote offices and so much of our work relies on online tools and applications, the ideal candidate will feel comfortable working in a cloud-based office system (primarily Google Drive and Dropbox) using online systems.
- **Familiarity with nonprofits and, specifically, with technology and international organizations** is a bonus. An interest in smart city applications, sustainable development and community empowerment is helpful, but not required—as long as you are intellectually curious

*** We strongly encourage and seek applications from diverse candidates ***

enough to learn about our niche over time.

- **Willingness to pitch in** outside of the job description when help is needed.

Commitment: We are open to negotiating part-time work +/-20 hours per week with the option to increase over time.

Compensation: Compensation will be hourly and the starting range is between \$18 and \$22 per hour depending on experience and qualifications. We are committed to the personal and professional growth of all staff.

How to Apply:

The position is open until filled. Please submit a cover letter and resume to jobs@atmaconnect.org. Include the subject line "Application Administrative Assistant." All applications are due by Friday, September 14th. 30 minute phone interviews will be scheduled for the week of September 17th.

- **Questions to Answer in Cover Letter:**
 - Tell us about your previous, relevant experience.
 - Why do you want to work with Atma Connect?

About Being on the Team:

- We are a startup, entrepreneurial organization that is constantly refining our work. All staffers are expected to help build organizational capacity, including strategizing around program development, developing documentation, supporting communications and fundraising, and taking professional development opportunities.
- Ability and willingness to learn the technological tools for remote working is also expected.
- We strive for a highly participatory, mutually supportive workplace that creates excellent work and allows us to have fun doing it. We are committed to the personal and professional growth of all staff.
- Atma Connect is an equal opportunity employer and committed to a diverse and inclusive workforce. We strongly encourage and seek applications from women and people of color. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, or veteran status.

About Atma Connect

Atma Connect is an award-winning 501(c)(3) international nonprofit headquartered in California. Our vision is based on a simple principle: no one understands the challenges of poor and marginalized communities better than the people who live in them. Atma's mission is to use technology to empower low-income people around the world so they can report problems, share solutions, and improve their communities from the ground up. We have launched a mobile app in Indonesia called AtmaGo: Neighbors helping neighbors (www.atmago.com).

Our mobile app, AtmaGo, delivers real-time crowd-sourced content directly to user's mobile phones. Since our 2015 launch in Indonesia, we have built a community of over 400,000 users who share breaking news on fires, floods and emergencies; report problems in their neighborhood; and post on jobs, classes, and cultural events. The Jakarta Disaster Management Agency has called AtmaGo an "important

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platform" that helps the agency "reach poorer neighborhoods." Our work has won support from worldwide funders through various international awards, including the Global Resilience Partnership (Rockefeller) and the Amplify/IDEO.org Challenge (DFID, Zurich Insurance).

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