



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

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| JOB TITLE | Administrative Assistant |
| REPORTS TO | Oakland School Volunteer Manager |
| TIMELINE | <ul style="list-style-type: none">• Applications accepted starting September 10, 2021• Hiring <i>immediately</i>, position open until filled. |
| JOB DETAILS | <ul style="list-style-type: none">• Part Time, Temporary, Hourly, Non-Exempt.• Up to 28 hours per week, 20 hours minimum• Must be able to work a minimum of 3 hours on Mondays, Thursdays, and Fridays. Completing the remainder of the hours outside of those required days/times is flexible. |
| COMPENSATION | <ul style="list-style-type: none">• The hourly rate for this position is \$20/hr |
| INSTRUCTIONS | <p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: https://oaklandedfund.tfaforms.net/4767235 |

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

WORK LIFE AT THE ED FUND:

- Ability to work from home on a full or part-time basis;
- Great mentorship and opportunities for both personal development and professional growth;

- Flexible work schedule;
- Office in Oakland's Jack London Square that is easily accessible by public transportation and has great parking options;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE POSITION:

About Oakland School Volunteers: The Oakland Public Education Fund runs the public schools' volunteer program on behalf of the Oakland Unified School District, and therefore, we are Oakland's largest school-based volunteer program. We support all parents, guardians, community members, groups, individuals, and businesses to become impactful volunteers in Oakland public schools based on educator requests for support both in-person and online. The Temp Administrative Assistant will work closely with the OSV Manager, and other OSV teammates to ensure volunteers and educators have an expeditious, positive experience with our program. This position is essential to supporting high-quality public schools because it will significantly expand volunteer support available.

DUTIES AND RESPONSIBILITIES:

PRIMARY FUNCTIONS:

- Support the processing of onboarding new volunteers to clear them to volunteer in schools. Work with automated processes to provide a great experience to each applicant. This work includes data-entry, answering questions, and welcoming volunteers to the team.
- Serve as a point of contact for inquiries (email only) from community members and parents/guardians expressing interest or seeking more information about volunteering in Oakland public schools. Answer volunteer questions and relay more complicated community requests to the appropriate staff members on team OSV.
- Communicate the nuanced clearance requirements to prospective volunteers with questions and relay clearance information to school sites if/when they experience technical difficulties.
- Contribute to and maintain the database to manage volunteer and school information. Including, checking Megan's Law, Tuberculosis & COVID 19 vaccination record screenings, and reviewing large volumes of volunteer data, including, volunteer experience, volunteer hours, and/or tutoring upload videos.
- File state-required onboarding documents into Volunteer Applications stored on Salesforce to keep all volunteers compliant and up-to-date.

PREFERRED QUALIFICATIONS:

- Ability to pass a criminal background check, Megan's Law Check, and TB test. Must be fully vaccinated against COVID19 and able to submit proof.
- An exceptional eye for reviewing data to ensure its accuracy and validity.
- Ability to work in a team environment and independently.
- High cultural sensitivity, humility, and awareness through written and oral communication.

- Excellent organizational and time management skills, with an orientation toward detail, and the ability to work on several projects at one time with multiple deadlines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Strong data entry skills and preferred comprehensive knowledge of Excel, Word, Salesforce, Google products (Docs, Sheets).
- Spanish speakers who are experienced with Oakland public education and Oakland public schools are a plus!

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.