



Title: Administrative and Office Assistant

Location: National City, CA

Travel: less than 5% to Mexico

Employment Status: Full Time, Non-Exempt

Reports to: President & CEO

Organization Description

The International Community Foundation (ICF) is a growing public charity committed to working with U.S. donors to expand charitable giving in Mexico with an emphasis on Baja California and the Sea of Cortez region. In fiscal year 2015, ICF granted over \$8 million to organizations working on health, education, and environmental issues in Mexico and Latin America. In addition, ICF manages several high-impact programs in Mexico that work to improve quality of life and health, educational, and environmental indicators in targeted communities.

Position Description

This position supports ICF's President & CEO, board of directors, and program staff through oversight of ICF's office administration and property management. This position does not supervise any staff. At times, this position will require being available outside of normal business hours.

Duties

1. Administrative Assistant (30%):
 - Assist with scheduling.
 - Provide logistical support for ICF events, including board meetings, donor dinners, staff training/retreats, workshops, etc. in the U.S. and Mexico
2. Property/Office Administration (30%):
 - Maintain all front office clerical responsibilities, including, but not limited to, answering and directing phone calls, checking voice mail, taking and distributing messages, receiving, sorting, and distributing incoming mail, photocopying, scanning, and faxing, filing and file maintenance, preparing and sending outgoing mailings and packages, typing documents and correspondence.
 - Fulfill tasks related to facilities management, including copy machine maintenance, monitoring and ordering inventory of office supplies.
 - Take care of invoices and contractors for 2443 N Avenue, EDF lease, and Eco-Alianza PRI payments.



- Take care of vendor relationships for 2505 N Avenue and its office/IT systems.
 - Liaison to Olivewood Gardens and Learning Center (ICF's supporting organization).
3. Implement ICF's Board Meetings, Board Committees, and Events (20%):
- Liaison to the Board of Governors, manage preparation of board packets and materials for Board Committees, including Finance, Audit, Marketing, and Executive.
 - Schedule board meetings, keep track of RSVPs and meeting locations, and send reminders and materials before meetings are held.
 - Responsible for board meeting minutes including review with Board Secretary and President.
4. Human Resources (20%)
- Submit digital timecards, review payroll with President & CEO, and gather billable time from staff. Prepare and deliver timesheets and monthly billable time reports to Accountant for board packet and ICF tax filings.
 - Plan and conduct new employee orientations.
 - Maintain updated insurance coverages. If an accident occurs, prepares reports for insurance carrier.
 - Maintain records for benefits plan participation such as insurance, 403b plan, personnel transactions such as hires, promotions, transfers, performance reviews and terminations as well as employee statistics for required reporting.
5. Perform other duties as assigned.

Qualifications

- Passion for ICF's mission and geographic regional focus areas, as well as a general interest in international development
- A bachelors' degree with an international focus or 1-2 years of nonprofit and philanthropic experience
- Ability to demonstrate attention to detail
- Ability to demonstrate a professional demeanor and lead with integrity
- Strong donor/client service orientation in person, on the phone, and in email/written correspondence.
- Strong communications skills, including a sense of diplomacy, flexibility, and discretion
- Strong knowledge of Microsoft Office, including high competency in Excel.
- Excellent verbal and written skills in Spanish and English, and ability to articulate matters related to our industry in both languages.