

Job Announcement: Receptionist/Administrative Assistant

Organization Description:

Located in the beautiful and historic Presidio of San Francisco, RSF Social Finance is a pioneering non-profit organization dedicated to using the tools of finance to bring about positive, real-world change. Our goal is not only to make capital available to innovative projects, it's also to fundamentally transform the way the world works with money. RSF supports a broad range of non-profit and for-profit social enterprises in the fields of Food & Agriculture, Education & the Arts, and Ecological Stewardship. Primary services include our investing and lending programs, and philanthropic fund management services. In partnership with our investors and donors, RSF has made over \$200 million in loans and over \$90 million in grants since 1984, placing us in the top tier of social finance organizations worldwide. Underlying all of our work is a spirited conversation about the role that money can play in the development of humanity. Please refer to our website: www.rsfsocialfinance.org

Position Summary:

RSF Social Finance seeks to hire a full-time Receptionist/Administrative Assistant who aspires to apply her/his professional experience and creative capacity in support of RSF's mission and activities. This position is responsible for providing a broad range of administrative and clerical support to the organization, including: answering phones, greeting clients, coordinating event logistics, office purchasing, and assisting with facilities management. This position reports to the Senior Manager of Human Resources & Staff Development.

Essential Duties & Responsibilities:

Reception & Facilities:

- Warmly greet clients/visitors and answer the main phone line
- Deliver mail and faxes to staff
- Purchase office and kitchen supplies. Monitor inventory for letterhead and business cards
- Serve as liaison between staff and housekeeping service/building maintenance staff
- Assist with facilities management items including: alarm system, phone system, network printers, and postage machine. Ensure that all facilities items receive needed maintenance
- Coordinate office furniture needs and desk setup for employees
- Keep office common areas neat and organized
- Coordinate improvements for safety and emergency planning

Event Coordination:

- Coordinate logistics for "community building" staff events including: special staff meetings, staff retreats, site visits, birthday parties, summer staff picnic, and annual holiday party

Administrative Tasks:

- Coordinate and arrange meetings, conference calls, conference registrations, and travel arrangements for the Human Resources and Organizational Culture departments
- Filing, copying, and scanning as needed for the Human Resources, Organizational Culture, and Accounting departments
- Accurately input and update data in Microsoft Navision database
- Compile and submit monthly expense reports and credit card reconciliations

Knowledge, Skills, and Abilities:

The successful candidate will have:

- A deep interest in the mission and values of RSF Social Finance
- Excellent English oral and written communications skills
- Strong data entry skills and attention to detail
- The ability to effectively use standard business software such as Microsoft Word, PowerPoint, and Excel and to use the Internet for research and information-gathering
- Strong interpersonal and listening skills
- The ability to communicate effectively and work collaboratively with staff members, clients, and external partners
- The ability to handle sensitive information with strict confidentiality and maintain a high degree of professionalism
- The ability to learn quickly, exercise good judgment, work well under pressure, and complete tasks in a timely manner
- The ability to take initiative and independently make decisions

Education & Experience:

The successful candidate will have:

- An Associate's degree (required) or Bachelor's degree (preferred)
- One to two years of administrative/office work experience, including experience with office purchasing and vendor relationship management
- Work and/or volunteer experience in the nonprofit or social finance sector

Compensation & Benefits:

This position offers the unique opportunity to join an innovative financial services organization with a vision to transform the way the world works with money, one transaction at a time. Other benefits include:

- A great work environment
- Very competitive compensation package commensurate with equivalent positions in the nonprofit sector
- 100% employer-paid medical, dental, vision and long-term disability insurance
- 403(b) plan
- Very generous vacation and sick leave benefits; 9 paid holidays/year
- Access to numerous professional development opportunities and a mentor program

RSF Social Finance is an equal opportunity employer; candidates representing a diversity of backgrounds are encouraged to apply.

Application Instructions:

Please submit your resume via e-mail to HR@rsfsocialfinance.org along with a thoughtful cover letter explaining why you are interested in the mission/values/activities of RSF Social Finance and why you are qualified for this position.

In the e-mail subject line please write "Receptionist/Administrative Assistant position."

Note: Applications without a cover letter will not be considered. This position is open until filled. No phone calls please.