



## CIVICORPS JOB DESCRIPTION

**POSITION TITLE: Admin and Program Specialist**

**DEPARTMENT: Conservation Program**

**REPORTS TO: Conservation Program Manager**

**FLSA STATUS: NON-EXEMPT**

**LOCATION: Oakland, CA**

**COMPENSATION: \$51,389 to \$55,625**

Civicorps believes that education and workforce development are fundamental components of social change. Both are powerful levers to creating greater equity and opportunity in the Bay Area. Located in West Oakland, Civicorps is a dynamic non-profit that includes two social enterprises. Civicorps' mission is to re-engage young adults, age 18-26, to earn a high-school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

### **POSITION SUMMARY**

The Admin and Program Specialist will report directly to the Conservation Program Manager and be a part of the Conservation Program team. This position will be exposed to all areas of the company by working to collect and report on programmatic and financial data. Major responsibilities of the Administrative Data Specialist will be creating data collection systems, processing data, and tracking outcomes as they pertain to the required outcomes of the Conservation Program (i.e.: attendance, crew hours, project impact, certification and evaluation tracking). This position will work closely with the Conservation Program staff to process documents such as leave of absence, medical clearances, and other daily paperwork. In addition, this person will monitor attendance and progressive disciplinary action.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Manage and perform administrative processes which include data collection and input into a variety of database systems.
  - o Maintain training records for program staff and Corpsmembers and ensure they are updated weekly

## CIVICORPS JOB DESCRIPTION

- Collect and enter crew rosters on a daily basis
  - File and input documents and data associated with certifications, change in Corpsmember status, and for the Conservation Intern Investment Program
  - Collect and input project specific data (e.g.; trees planted, acres cleared, etc.)
  - Support database administration for incoming Corpsmembers during the orientation and on-boarding process including the creation of user profiles, setting up security and providing basic user support
2. Track, analyze and report on programmatic and Corpsmember data
- Track data against certain benchmarks to ensure programmatic or individual Corpsmember targets are met
  - Produce summarized information to various departments when requested to support functions such as creation of annual report or grant reporting
  - Send out a daily snapshot of crew rosters to key staff
  - Report out on weekly Corpsmember progressive discipline and attendance information to appropriate staff
3. Provide programmatic support through involvement with Corpsmember intake, orientation and administrative processes
- Contacting candidates and scheduling orientation / interview.
  - Attaining and filing documents for Corpsmember employment (forms; ID, etc.)
  - Conducting orientations
  - Assist in resolving payroll or billing discrepancies associated with Corpsmember hours
  - Monitor and track the timely completion of monthly Corpsmember evaluations
  - Track attendance of Corpsmembers and submit written progressive discipline for violations of attendance policy
  - Collect and maintain medical records for excused absences and medical leave

### **MINIMUM QUALIFICATIONS**

- 2+ years of data analysis / input experience
- BA or BS at an accredited college or university or an equivalent combination of education and/or experience
- Demonstrated ability to work with young people
- Demonstrated ability to present material in clear manner
- Experience in non-profits a plus
- Outstanding attention to detail and organizational skills
- Consistent follow through on assigned tasks and responsibilities
- Ability to work well independently and as part of a team
- Ability to work in fast-paced, deadline-driven environment
- Strong skills with Excel a must; database experience a plus

## CIVICORPS JOB DESCRIPTION

### **EMPLOYEE BENEFITS**

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, employee recognition programs and much more. We are a family-friendly workplace.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care. Select from Kaiser HMO or Aetna PPO
- Dental and Vision
- Employer Paid Long Term Disability
- Employer Paid Life, Accidental Death/Dismemberment Insurance
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development opportunities through workshops and conferences
- Free Parking (close to BART and Jack London Square)

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

### **HIRING PROCESS**

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

**To apply, please submit a cover letter and resume addressing your qualifications and interest in this position to the attention of HR Manager, at [Civicorps.schools@cvcorps.org](mailto:Civicorps.schools@cvcorps.org) with the subject line “[your first and last name]: Admin and Program Specialist”**

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview.

CIVICORPS  
JOB DESCRIPTION

A final offer of employment will be contingent upon reference checks, ability to pass state and federal background checks, and a TB test. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to the Civicorps' mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.