



Peninsula Conflict Resolution Center  
Empowering people. Building relationships. Reducing violence.

### **Administrative Coordinator**

The Peninsula Conflict Resolution Center (PCRC) is seeking an experienced, resourceful and flexible individual to provide varied, professional-level administrative support in a collaborative, values-driven and inclusive environment. This is a full-time (9am-5pm, M-F) position.

#### **ORGANIZATION**

The Peninsula Conflict Resolution Center is a premier non-profit in San Mateo County that fosters collaborative engagement by bringing people together, facilitating conversation and building these skills in our community. Services include mediation, training, meeting facilitation, leadership development, youth violence prevention, family engagement and public participation planning and consultation. PCRC enjoys support from a broad and diverse group of stakeholders, a solid reputation for quality and impact, a strong board, staff and volunteer corps, stable financials, and a values-driven culture that supports innovation. Please visit us at [www.pcrcweb.org](http://www.pcrcweb.org).

#### **PRIMARY ROLE**

Reporting to the Executive Director, the Administrative Coordinator is responsible for a demanding and varied array of administrative functions, including:

- friendly and professional reception of callers and visitors.
- ensuring that the office functions smoothly. This includes: use and maintenance of equipment, managing office supplies, vendor relations, maintaining office space, creating and implementing administrative/office systems, data management.
- professional-level administrative and clerical support to Executive Director, including board relations and handling confidential information.
- supporting a busy team of staff with special projects, event logistics, and a variety of administrative tasks as needed.
- coordinating tech support for computers and computer network in an Apple environment.
- playing a lead role on Administrative Team (ED, Fund Development Manager, Staff Accountant).

#### **REQUIRED QUALIFICATIONS**

- Strong verbal communication skills, including on the telephone, in both English and Spanish.
- Proven ability to efficiently and effectively accomplish a wide variety of work assignments, successfully juggle multiple responsibilities and creatively solve problems.
- Skill in striking a balance between taking initiative and taking direction.
- Progressively responsible administrative support experience with a minimum of two years providing administrative assistance at the senior level, preferably in a non-profit environment.
- Motivation and passion about creating an efficient and high-functioning office environment
- High degree of proficiency using all standard office equipment and computer software programs, especially on Macintosh platform (e.g. Microsoft Office, FileMaker Pro, Apple OS X Programs)
- Reliable transportation, valid driver's license and appropriate auto insurance.

#### **DESIRED QUALIFICATIONS**

- Ability to manage vendor relations and inventory for procurement and maintenance of office equipment and supplies
- Ability to troubleshoot and do basic maintenance for computer workstations, servers and networks.
- Written Spanish language skills, including ability to translate documents.
- Skills in website maintenance and simple graphic design and/or desktop publishing (InDesign).

**COMPENSATION** \$38,000-41,000 annual salary depending on experience, plus competitive benefits package including health and dental and generous paid time off.

**TO APPLY**

To apply, please submit a cover letter and resume by email or fax to:

Janelle Lamb

Peninsula Conflict Resolution Center

1660 South Amphlett Blvd. #219

San Mateo, CA 94402

fax (650) 513-0335

[jlamb@pcrcweb.org](mailto:jlamb@pcrcweb.org)

No phone calls, please.

We seek to fill this position by the end of August.

PCRC is an equal opportunity employer. Employment decisions are made on the basis of merit. We want to have the best available person in every position. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. In addition, PCRC is working toward becoming an organization that reflects the diverse demographic makeup of the community we serve.