

## **Professional Opportunity: Administrative Assistant (Berkeley, CA)**

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Baird + Driskell Community Planning is seeking a part-time (approximately 50% FTE or 20 hours/week; could be full-time for the right person) administrative assistant to join our community development and planning consulting team. You will support the work of a small practice of 10 professionals working with local government and other clients on leading-edge planning and housing policy initiatives to advance greater affordability, equity, and sustainability.

You are an organized and detail-oriented individual who will help our team get and stay organized. You are unflappable, good humored and enjoy being part of a high performing team. You can track tasks over time and can multitask. You are proud of your work, responsive to feedback and committed to high-quality outcomes. You will provide general administrative support to the team to ensure efficient operation of the organization, including but not limited to:

- General Administrative
  - Schedule meetings
  - Prepare meeting agendas
  - Write meeting summaries
  - Keep electronic files neat and organized
  - Respond to emails
- Accounting/Financial
  - Manage payables and receivables
  - Set up new projects in accounting software (Freshbooks)
  - Collect receipts
  - Enter payroll data
  - Get insurance certificates issued
- Other
  - Onboard new staff for administrative tasks (how to log hours)
  - On-call project support (not requiring subject matter knowledge)
  - Other duties according to the team's needs/your interests

You will report to a principal but provide general support to the overall team, which currently consists of ~10 people. This role is envisioned as a half-time position at this time, and the specific working hours are negotiable. If you are interested in doing more project work (working with cities, nonprofits, etc.) we are open to the possibility that the job could be full time or could transition to that type of work. If so, please note your interest and relevant skills/experience in your cover letter.

Ideally, you will come regularly to the Berkeley office, though part-time telecommuting will still be permitted. Your work schedule will be flexible to the extent that team and client needs continue to be met; you will be able to schedule some work time as you see fit (some evening work is fine). Generally, our team maintains a healthy work/life balance and our staff do not work more than 40 hours per week, but occasionally there are deadlines that require pushes.



Required skills:

- Excellent written and verbal communication skills with both colleagues and clients
- Attention to detail, strong organizational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work
- Comfortable with basic math
- Ability to use Word, Excel, and PowerPoint to present information in an attractive, easy-to-read way
- Entrepreneurial attitude and strong problem-solving abilities

Desired skills:

- Previous work experience preferred
- Experience with accounting software (Quickbooks, Freshbooks, etc.) preferred but not required
- Computer skills (ability to update and maintain websites on Squarespace, help colleagues with software troubleshooting, etc.)
- Graphic design sense and familiarity with Adobe Design Suite (Photoshop, InDesign) a plus
- Spanish proficiency a big plus
- Comfort collecting, analyzing and writing about basic data
- Committed to doing good in the world

**About Baird + Driskell:** Baird + Driskell Community Planning is a small consulting practice specializing in housing policy, public participation, strategic planning, equitable development, land use and sustainability planning. We have been building community for over 20 years. We combine strong technical skills with a long-standing commitment to inclusive engagement, helping our clients develop responsive and responsible solutions to complex challenges.

We believe in the power of collaboration, and in making sure that those who will be affected by decisions are involved in shaping them. We work to reach people where they are and to translate complex technical information into something everyone can understand. We think participation in planning can and should be fun—whether you’re eight, eighty, or somewhere in between.

We work with neighborhood groups, nonprofits, local governments and regional and state agencies on long-range planning, housing policy and action, community design, land use, sustainability and organizational change. We enjoy what we do and are energized by working with others to help them understand and respond to the challenges they face. See more at [www.bdplanning.com](http://www.bdplanning.com).

**Compensation:** \$21 to \$35 per hour, depending on candidate’s knowledge, skills and experience, plus benefits (holidays, vacation, sick time, education stipend). Envisioning a part-time (approx. 20 hours/week) role, but flexible as noted above. We are also open to hiring someone on either an hourly or salaried basis. Please let us know your preference. The salaried compensation for a half-time (20 hours) position would be approximately \$22,000 - \$36,000 per year (depending on experience).

<b>Expected Schedule:</b>	April 8th	Deadline to apply
	Week of April 25th	Interviews
	Week of May 9th	Hiring decision (w/ desired start date of June 1)

**How to Apply:** Email a cover letter, resume and writing sample, saved as pdfs, to Kristy Wang at [jobs@bdplanning.com](mailto:jobs@bdplanning.com). No calls please.