



Empower communities. Transform lives.

VACANCY ANNOUNCEMENT

Job Title	Administrative Assistant
Employment status	Part Time (16-20 hours per week), \$25/hour
Location	San Francisco, California
Travel	As and when necessary
Reports to	Director of Strategic Partnerships (DoSP)

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Responsibilities

Development Tasks

- Assist in timely entry of donations/donor data into e-CRM database
- Provide administrative support and coordinate logistics for CPI events including Board meetings
- Support DoSP with various fundraising campaign related mailings

Finance Tasks

- Receive, record, and deposit mailed-in donations
- Manage the mailing of employee and contractor tax forms
- Assist in processing payables, receivables, and communicating with vendors
- Serve as a resource person to support activities related to the US office

Admin & HR Tasks

- Receive incoming mail and voicemail and relay correspondence to respective departments
- Monitor office phone and respond to voicemail messages
- Assist in contacting Insurance Agencies and US-based vendors as and when necessary
- Assist in scanning, filing, and maintaining document retention compliance

Essential Skills

- A bachelor's degree
- Prior experience in administrative support is a plus
- Display strong work ethic and initiative
- Consistently communicate in an amiable & professional manner with internal & external parties
- Work well with a team as well as independently if needed
- Demonstrate flexibility, with a strong capacity to multi-task with accuracy, and adapt to quickly changing priorities
- Possess strong integrity and sensitivity for confidential materials

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send a cover letter and resume by 11.59 pm U.S. Pacific Time on August 12, 2022 to: apply@cpintl.org

- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed by CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.