



## **Job Posting: Office Coordinator**

### **Purpose of Position:**

The Office Coordinator supports a variety of administrative tasks, special projects, and department-specific functions at the Women's Cancer Resource Center. This position works in collaboration with other program and administrative staff. This is a full-time (35 hours per week), non-exempt position, with some evening and weekends required, that reports to the Executive Director. This position is primarily office-based at our Berkeley location, with occasional remote work days.

### **Duties:**

- Serve as the as primary contact in all facility matters, including repairs, maintenance, and security; communicate and resolve issues in a timely manner with the Administrative Director and Executive Director
- Provide a full range of support for the office, including processing incoming mail and outgoing mail, printing, copying, scanning, filing, answering phones and organization email, formatting and finalizing documents, scheduling meetings, ordering office supplies, communicating with vendors and other service providers, and responding to other administrative requests as needed
- Support office-related IT needs, including day-to-day basic trouble-shooting, and serve as main point of contact for outside IT contractor
- Maintain inventories of office equipment and keys
- Support the Administrative Director and Executive Director with HR Department functions, including setting up files, preparing new hire packets, providing onboarding support, record retention, staff appreciation and recognition programs, staff meeting scheduling and meeting preparation, annual review and updating of agency personnel policies and procedures
- Act as the organization's Safety Officer, providing annual review and updating of procedures and training of all new staff and office volunteers
- Other duties as assigned by the Executive Director

### **Qualifications & Experience:**

- Excellent verbal and written communication skills; solid problem-solving skills
- Knowledge and understanding of cancer/chronic illness and the physical and emotional impact of cancer/chronic illness on individuals
- Ability to work independently as well as collaboratively in a team environment
- Sensitivity and comfort working in a culturally diverse environment (e.g., race, ethnicity, socio-economic status, sexual orientation, gender identity, physical ability, religious/spiritual affiliation) and with a variety of community partners
- Understands the practice of cultural humility and how this applies to the organization's service delivery and culture

- Self-motivated, energetic, and dependable
- Comfortable with communicating via phone, email, and text
- Experience working with the following MS Office applications: Word, Excel, and Outlook. Familiarity with social media (Facebook), internet, and web publishing applications

**Compensation:** \$25.00 per hour, plus benefits. This is a full-time (35 hours per week) position. WCRC offers a generous benefits package, which includes 100% coverage of medical, dental and vision; a SIMPLE IRA retirement plan, with 2% of salary employer contribution; long-term disability; vacation and sick time; and thirteen paid agency holidays and a floating holiday for your birthday. This position will be onsite most days each week, with the ability to work remotely on occasion.

### **How to Apply:**

Please address a cover letter and a resume by email to [jobs@wcrc.org](mailto:jobs@wcrc.org), or by mail to “Human Resources” WCRC, 2908 Ellsworth Street, Berkeley, CA 94705. No calls, please.

WCRC values and specifically seeks applicants who are people of color, women, queer, transgender, gender non-conforming, and/or gender fluid people. We value and specifically seek applicants who thrive in the pursuit of social justice and have a passion for addressing health disparities and inequities.

WCRC does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, or any other characteristic protected by law.

Position open until filled.

### **About WCRC:**

The Women’s Cancer Resource Center improves equitable access to cancer information, support and care. WCRC supports the entire continuum of cancer care, from prevention and diagnosis, through treatment, to hospice or survivorship. Its services increase adherence to cancer treatments, promote healthy nutrition, and advance self-empowerment and care, all of which improve quality of life and treatment outcomes.

WCRC offers practical and psychosocial support services, emphasizing the latter because accessibility to free psychosocial support is especially important for marginalized groups of people. We offer affinity-based support groups, wellness groups (e.g., gentle yoga, therapeutic art and nutrition), financial aid, treatment navigation, and information and referral to community resources. Many of these are services are unavailable elsewhere. WCRC annually serves more than 2,000 people with cancer, their families, and caregivers; 67% of intensive-service clients are people of color; 80% are low income.