ADMINISTRATIVE/RESEARCH ASSISTANT
Moving Forward Network, Urban & Environmental Policy Institute

Position Summary

The Administrative/Research Assistant will provide day-to-day administrative assistance to the Moving Forward Network (MFN), a national coalition of over 50 organizations including community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country’s freight transportation system.

The MFN Administrative/Research Assistant will work under the supervision of the MFN Project Director and work closely with the MFN staff as needed. The MFN Administrative/Research Assistant will also serve as a staff member of the Urban & Environmental Policy Institute, a community-oriented research and advocacy organization with the mission to advance community-driven programs and policies to build healthy and thriving communities. UEPI’s programs address issues of work and industry, food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues. UEPI's programs seek to link research and action through partnerships with grassroots community, environmental, and labor organizations in the Los Angeles area.

Job Responsibilities

Essential Functions

Provide general administrative support for the MFN as the following:

- Support the MFN Project Manager with vendor coordination and subcontract related administrative needs.
- Maintain files, manuals, participant rosters, reference materials for ready access of information.
- Manage the ordering of supplies.
- Maintain and manage MFN supplies such as t-shirts, shipping materials, reports, and printed materials.
- Assist with travel arrangements.
- Assist with preparing and submitting reimbursements for MFN and UEPI staff.
- Scheduling calls and meetings for MFN Project Staff.
- Ensure effective meetings by providing note taking and other logistical support.
- Manage E-mail lists as needed.
- Gather published materials produced by the Network and provide research support for the campaign.

Rev. August 2021
● Create flyers, posters and promotional materials as needed.
● Assist with mailings
● Support special events and projects as needed.
● Provide support as needed to UEPI and participate in UEPI staff meetings and relevant programs and initiatives.

## Job Qualifications

● Three years administrative or secretarial experience.
● Experience in non-profits preferred.
● Exceptional oral and written communications skills.
● Excellent organizational skills.
● Excellent interpersonal skills.
● Capable of managing multiple assignments from multiple sources; be efficient, organized, detail oriented, and able to meet project deadlines.
● Experience exercising a high degree of initiative, sound judgment, tact and discretion in the execution of assigned responsibilities, as well as ability to think through problems and problem solve.
● Ability to work effectively in a fast-paced and diverse team environment with a wide range of professionals in a variety of functional roles.
● Experience working with financial reporting systems preferred.
● Excellent computer proficiency with word-processing programs, spreadsheets, database programs, and presentation software including Google applications and Microsoft products.
● Experience working with Canva preferred.

## Application Process

To apply, submit a cover letter, resume, and two references to: resumes@oxy.edu. The position will remain open until filled.

## LOCATION

The MFN office is located in Los Angeles, CA at Occidental College.

## Salary and Benefits

This is a grant-funded position that is currently funded for 18 months with plans for extension dependent on funding. The position is considered an employee of Occidental College. The College offers a competitive salary and a benefits package that includes paid vacation and a medical plan.
Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Additional Information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.