



# PeerWellness

C O L L E C T I V E

**Executive Administrator (Full-Time)**  
**Oakland, Alameda County (Hybrid)**

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## **AGENCY OVERVIEW**

Peer Wellness Collective, formerly known as Alameda County Network of Mental Health Clients, was created in 1988 to answer the call of people living with mental health challenges. Peer Wellness Collective was the first Peer-run organization of its kind in Alameda County, and has since been a leader and example of Peer support services. At the Peer Wellness Collective, we believe that Peers are experts by experience and that this lived experience is unique, valuable, and critical for sustainable wellness and recovery. We stand proudly by the slogan, We are who we serve. Peer Wellness Collective stays true to this motto by continuing to value lived experience just as much as academic and/or work experience. Today, all of our programs are staffed by experienced Peers, who share similar lived experiences of the participants they work with. The mission of the Peer Wellness Collective, as a BIPOC Peer-Led and operated Network, is to provide culturally responsive mental health services, specifically by and for folx historically underserved and/or inappropriately served in order to create a just, safe, and healthy community for all.

### **Job Overview:**

Peer Wellness Collective is seeking a dedicated and experienced Executive Administrator to provide essential administrative support to our executive leadership team, including the Executive Director, Director of Operations, and Director of Finance. As the Executive Administrator, you will play a pivotal role in ensuring the seamless functioning of the organization's administrative operations, fostering a supportive and efficient work environment, and contributing to the mission of creating a just, safe, and healthy community for all, particularly for historically underserved communities.



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### **Key Responsibilities:**

**Administrative Support:** Provide comprehensive administrative assistance to the Executive Director, Director of Operations, and Director of Finance, including managing calendars, scheduling meetings, and preparing documents and reports.

**Communication and Coordination:** Serve as a central point of contact for internal and external stakeholders, effectively managing communications and facilitating collaboration within the executive team and across the organization.

**Project Assistance:** Assist in the coordination and tracking of various projects, ensuring deadlines are met and resources are allocated efficiently.

**Records Management:** Maintain accurate records and documentation, both digital and physical, and ensure compliance with confidentiality policies.

**Office Management:** Oversee office supplies, equipment, and facilities to ensure a well-organized and functional workspace.

**Financial Support:** Assist the Director of Finance with basic financial tasks, such as expense tracking, invoice processing, and budget monitoring.

**Meeting Logistics:** Arrange logistics for meetings, including room reservations, catering, and technical support as needed.

### **Desired Qualifications:**

- Minimum of 3 years of experience in executive administration or a similar role.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace).
- Excellent organizational and time-management skills with a keen attention to detail.
- Strong written and verbal communication skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Experience working in a non-profit or community-based organization is a plus.
- Commitment to the mission and values of Peer Wellness Collective.
- If you are a dedicated and organized professional who is passionate about supporting the vital work of Peer Wellness Collective and believes in the power of lived experiences, we encourage you to apply for this position. Join our team in creating a more just, safe, and healthy community for all.

### **It is a plus if you have:**

- Ability to speak multiple languages / Bilingual
- A graduate of BestNow! Program



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**Additional Information:**

Job Title: Executive Administrator

Department: Executive Team

Type of Position: 1 FTE, 40 hours / week

Salary: \$27 / hour

**Benefits:**

- Excellent health insurance including Kaiser Health and Vision, Delta Dental, and Landmark Chiropractic and Acupuncture coverage
- 10 paid holidays and 2 personal days
- Paid time off (PTO)
- Paid sick leave
- Life insurance
- Disability insurance
- Paid training and educational opportunities
- Access to Peer Support

THE PEER WELLNESS COLLECTIVE IS AN EQUAL OPPORTUNITY EMPLOYER