

# PACIFIC COUNCIL

## Position Title

Associate Director of Administration

## Position Summary

The Pacific Council on International Policy is seeking a highly organized and detail-oriented Associate Director of Administration to manage a variety of critical administrative functions. The successful candidate will work closely with the COO & Managing Director to ensure smooth day-to-day operations, including overseeing member billing, HR and payroll functions in partnership with our Professional Employer Organization (PEO), managing operational contracts, and supporting budgeting and financial reviews. This role is vital to ensuring the administrative excellence of the Council. This is a hybrid position including in-person team meetings and events.

## Key Responsibilities

Member Billing: Oversee and manage the full member billing cycle, ensuring accuracy, timeliness, and compliance with organizational policies.

HR & Payroll Management: Partner with PEO to handle all HR functions, including employee payroll, benefits administration, recruiting, and employee onboarding and offboarding.

Operational Contracts Management: Oversee and manage all operations-related contracts, including vendor management, negotiations, renewals, and ensuring all contracts are up to date.

Budgeting & Financial Review Support: Work closely with COO & Managing Director to assist in the preparation and review of monthly financial reports and management of annual budgets.

Process Improvement: Identify opportunities for operational efficiencies and lead initiatives to streamline processes, reduce costs, and enhance productivity.

Junior Fellows Program Administration: Manage the Junior Fellows Program, overseeing the recruitment and onboarding of participants.

Other Duties as Assigned: Provide support on ad-hoc operational tasks as required to support the strategic initiatives of the Council.

## Qualifications

Education: Bachelor's or Master's degree in business administration, operations management, finance, or a related field is required.

Experience: Minimum of 5-7 years of experience in operations management, with a strong background in billing, payroll, HR functions, and contract management. Experience working in a non-profit or membership-based organization is a plus.

### Skills:

- Solid understanding of non-profit budgeting and financial review
- Familiarity with HR practices and payroll systems, and proven experience working with PEOs
- Demonstrated experience in developing financial models
- Impeccable attention to detail and accuracy
- Excellent organizational and time-management skills
- Ability to work effectively under pressure, managing multiple priorities and deadlines
- Strong communication skills with the ability to collaborate across teams and with senior leadership
- Proficiency in Google and Microsoft Office Suite, Quickbooks Online, and HR software
- Familiarity with Salesforce is preferred

### **Compensation and Benefits**

- Salary range: \$85,000 to \$100,000 commensurate with experience
- Health plan (full range of HMO and PPO options)
- Dental and Vision Insurance
- 401k plan
- Voluntary Critical Illness and Accident Insurance
- Life and Accidental Death & Dismemberment Insurance
- Short-term and long-term disability benefits
- Health Savings Account Program
- Health Care Flexible Spending Account Plan
- Adoption Assistance Program
- Commuter Benefits Program
- Caregiver Support Program

### **How to Apply**

Interested candidates should submit a resume, cover letter, and at least two professional references to [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org). Applications will be reviewed on a rolling basis until the position is filled.

Applicants must be authorized to work in the U.S.

No phone call, and please do not contact existing staff about this opportunity.