



**Position Title:** Office Administrator

**Pay range:** \$55,000 - \$78,000

**Benefits:** Qualified Small Employer Health Reimbursement Arrangement (QSEHRA); 401k retirement plan with up to 4% employer match; short- and long-term disability; voluntary term life insurance; 20 days/year paid time off; 5 days/year paid sick leave; and at least 14 days/year paid holidays.

**Location:** Texas-based, work from home; or work from physical office if located in Laredo, TX

**Term:** Permanent

**Hours:** Full-time

**Application deadline:** Applications will be reviewed on a rolling basis starting Monday, January 6, 2024, until the position is filled.

## About Commission Shift

Commission Shift is a growing Texas-based nonpartisan advocacy organization founded in March 2021. Our mission is to reform oil and gas oversight by building public support to hold the Railroad Commission of Texas accountable to its mission in a shifting energy landscape.

The Railroad Commission of Texas (RRC) is one of the most important oil and gas regulators in the world. Contrary to what its name implies, the Railroad Commission has no authority over railroads. Instead, the agency oversees oil and gas development, coal and uranium mining, and gas utility service in Texas, among other functions. Its mission is to serve Texas through stewardship of natural resources and the environment, concern for personal and community safety, and support of enhanced development and economic vitality for the benefit of Texans.

Too often, the Commission has promoted accelerated development of oil and gas over all other parts of its mission -- to the detriment of natural resources and the environment, safety, and economic vitality.

Commission Shift's goal is to build broad public support from a wide array of stakeholder voices to advance changes at the RRC that improve the agency's function, transparency, and accountability to people and places impacted by the oil and gas industry. Our vision is for these changes at the RRC to support an energy transition in Texas that benefits the climate while fostering consumer protection and choice, public engagement, transparent government, a clean environment, a stable workforce and an economically diverse and resilient economy.



# Responsibilities

## Operations and Administration

- Serve as primary liaison with administrative consultants and service providers including but not limited to human resources, IT, bookkeepers, insurance, benefits providers, and trainers.
- Draft and oversee processes for requests for proposals (RFPs), recruitment, and interviewing for new administrative consultants or service providers.
- Lead and standardize the development of organizational policies and processes, with support from Human Resources consultants, and in collaboration with staff.
- Proactively seek feedback from staff and implement an adaptive management approach for continuously improving organizational processes and policies.
- Research best practices and introduce transformative organizational methods to advance internal social justice goals of the organization.
- Assist and oversee bookkeepers and staff with logging or correcting timesheets and paid leave requests in software (i.e. Gusto) or using external forms as needed.
- Collaborate with team members to fulfill administrative needs of the organization.

## Staff Relationships and Development

- Act as an empathetic, neutral sounding board for staff concerns, feedback, and complaints; assist with finding solutions; and escalate to the Executive Director or Human Resources consultants as needed.
- Support and co-lead recruitment, interviewing, and hiring efforts as needed.
- Manage and enhance employee onboarding, training, and exit workflows.
- Plan, schedule, and facilitate organization-wide training sessions and in-person retreats for staff, board members, and departments.
- Oversee and refine development and execution of annual staff performance evaluations and process for developing quarterly goals for the year ahead.
- Coach and train employees to use software essential to remote business functions including but not limited to Gusto, Asana, Google Workspace, and EveryAction.

## Financial Oversight

- Coordinate and complete routine financial oversight tasks including but not limited to paying company credit card, verifying receipts, reviewing reimbursement requests, verifying payroll, tracking contract payments, and updating budget to actual reports for specific campaigns with the assistance of external bookkeepers.

## Required minimum qualifications

- At least seven years of professional experience in a relevant field.

- Demonstrated professional demeanor, diplomatic, and able to maintain confidentiality within and outside the organization.
- Proven experience handling staff grievances and implementing conflict resolution processes.
- Comprehensive knowledge of or experience in organizational management (e.g. human resources, business management, recruiting and hiring staff).
- Strong attention to detail, excellent organizational skills, and ability to manage time and expectations with respect to deadlines.
- Extremely comfortable using online applications and computer software including but not limited to: Zoom, Microsoft Office (Word, PowerPoint, and Excel) and Google Workspace (Gmail, Contacts, GCal, GDrive, Docs, Sheets, Slides, and Forms).
- Familiar with project management apps such as Asana, or ability to learn quickly.
- Self-motivated learner, able to seek out online tutorials to learn new skills in online applications and computer software.
- Excellent communication skills, able to convey needs, sets and respects boundaries, and manages stress under high workloads with competing priorities and deadlines.
- Comfortable using Microsoft Excel for budgeting, organizing data in tables, sorting columns, performing basic math functions, and manipulating pivot tables.
- Excellent written and verbal communication skills in English.
- Demonstrated commitment to anti-racism and continuous learning, developing an analysis of power and oppression at interpersonal, institutional, and systemic levels.
- Warm and approachable disposition. Respectful and empathetic of individuals and groups coming from a variety of backgrounds and viewpoints.

## **Desired qualifications, not required**

The ideal candidate will have some combination of the following qualifications but does not need to meet all of the following criteria.

- Background in non-profit management or similar experience.
- Master's degree, potentially in business, human resources, nonprofit management, or public administration. Other majors will be considered.
- Written and verbal fluency in Spanish.
- Training in anti-racism, justice, equity, diversity, inclusion, and accessibility (JEDIA).
- Familiarity with principles of non-violent communication.

## Technology Requirements

- Reliable phone and internet access allowing for multiple phone and video calls per day.

## How to apply

Send a resume (no more than two pages) and cover letter to Virginia Palacios via [apply@commissionshift.org](mailto:apply@commissionshift.org) with the subject **“Office Administrator Application.”** Prepare to provide two professional references upon request.

Applicants with a nontraditional career path or gaps in employment are encouraged to share knowledge, strengths, or skills they developed during this nontraditional experience in their cover letter, if desired.

## Commitment to Equity, Inclusion, and Diversity

Commission Shift believes that corporate and institutional bad behavior disproportionately hurts the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQIA+ individuals, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of marginalized communities that are not listed here.

Commission Shift is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.