

CALIFORNIA BLACK WOMEN'S HEALTH PROJECT (CABWHP)



WORKPLACE EXPERIENCE MANAGER ROLE

Reports To: Chief Executive Officer (CEO)

Status: Full-Time, Exempt

Location: Onsite (Inglewood, CA office)

Salary: \$65,000–\$75,000/year (DOE)

Benefits: Health, Dental, Vision Insurance, Paid Holidays, Vacation, Sick Leave

Position Summary:

California Black Women's Health Project (CABWHP) is seeking a highly organized, self-motivated, and mission-aligned Workplace Experience Manager to lead administrative operations and support executive-level leadership. This person will play a vital role in maintaining internal systems, supporting finance and HR processes, and creating a smooth and professional office environment that enables staff to focus on the organization's mission of improving the health of Black women across California.

Key Responsibilities:

1. Office & Administrative Management

- Oversee day-to-day administrative operations of the office (in-person).
- Maintain organizational calendar, coordinate internal meetings, and manage office supply inventory.
- Set up systems for efficient workflow, record keeping, and document organization (paper and digital).
- Serve as the point of contact for vendors, contractors, building management, and tech support.

2. Finance Support

- Process accounts payable and receivable; submit invoices to funders as needed.
- Reconcile staff expense reimbursements and credit card transactions.
- Assist with basic bookkeeping and financial documentation in coordination with outside accountant.
- Help prepare materials for annual audit and budget planning.

3. Human Resources & Personnel Support

- Maintain personnel files and assist with onboarding/off-boarding procedures.
- Support time sheet tracking and payroll coordination with external payroll provider.
- Track employee benefits, assist with open enrollment, and serve as a liaison to benefit brokers.
- Help implement and maintain staff handbook and internal HR policies.

4. Executive & Team Support

- Provide administrative support to the CEO and senior leadership, including scheduling, communications, and meeting prep.
- Draft and format internal communications, reports, and proposals as needed.
- Support fundraising and outreach activities (e.g., donor communications, sponsor tracking).

5. Event & Volunteer Coordination (as needed)

- Assist with event logistics, scheduling, documentation, and materials coordination.
- Support coordination of volunteer projects and indirect supervision of interns or support staff.

Required Qualifications:

- Bachelor's degree preferred; equivalent experience accepted.
- Minimum of 3 years experience in an administrative or office management role, preferably in a nonprofit or community-focused setting.
- Proficient in Microsoft Office Suite and Google Workspace; familiarity with platforms like Bill.com, Monday.com, and JotForm is a plus.
- Strong organizational, multitasking, and written communication skills.
- Comfortable working with people from diverse backgrounds and committed to CABWHP's mission and values.
- Must practice high levels of integrity
- Reliability personally and professionally
- Demonstrated ability to handle confidential information with discretion and professionalism

Ideal Candidate Attributes:

- Detail-oriented with excellent follow-through
- Self-starter who takes initiative and can work independently
- Strong interpersonal skills and team player
- Mission-driven, with a heart for equity, wellness, and justice for Black women and girls

To Apply:

Please submit your resume, cover letter, and writing sample to:

wellwoman@cabwhp.org

Subject line: [First Name Last Name] – Workplace Experience Manager

Applications will be reviewed on a rolling basis until the position is filled.