

Position:

Administrative Assistant —Compliance, HR, Finance

Location:

This is a full-time remote role, with a strong preference for U.S. based candidates in the Pacific Standard Time (PST) zone to allow for adequate collaboration/work-time overlap with the occasional need to participate in meetings outside typical business hours. We embrace flexible working and aim to find the perfect match between the organization's needs and the ideal working pattern that empowers you to be at your best both professionally and personally.

Ideal start date:

Immediately

The role:

We're seeking a skilled and detail-oriented Administrative Assistant with a passion for the essence of the Civilization Research Institute's work.

The day-to-day work in this role will include supporting the Director of Compliance, HR and Finance in a variety of work across Compliance, HR and Finance. Our ideal candidate has an advanced administrative aptitude and a clear sense of the requirements and abilities of a great Administrative Assistant, and feels that they are a natural fit for this role.

The right person for this role is capable of demonstrating a high level of excellence and integrity in their work, and is mindful of how aspects of Compliance, HR and Finance may impact colleagues, prioritizing positive staff experiences and well-being.

Position reports to:

The Administrative Assistant will report to the Director of Compliance, HR and Finance.

Responsibilities:

Responsibilities may fluctuate depending on priority needs and projects and are roughly anticipated as outlined below:

- 60% HR support (HRIS data entry, filing/organizing, payroll & benefits administration, team member documents, etc.)
- 20% Finance support (data/document collection, report organizing & tracking, accounting inbox, etc.)
- 20% Compliance support (policy, filing/organizing, annual audit assistance, contract tracking, etc.)

HR Support:

- Provide HRIS data entry and information management support.
- Collect, track, and organize team member files, including document collection as needed.
- Coordinate with benefit carriers to obtain necessary documents and information.
- Assist with employee benefit administration, open enrollment, and the preparation of guides.
- Assist with implementing new employee benefits.
- Assist with general HR-related inquiries from team members.
- Support HR policy implementation & trainings.

Payroll Support:

- Assist with team member payroll setup and processing, ensuring accuracy of payroll data.
- Track and update team member payroll information, tax withholdings, benefits deductions, etc.
- Track team member payroll inquiries, ensuring timely and accurate responses.
- Assist with resolving any payroll discrepancies or issues.
- Assist with preparing and filing payroll reports and annual W-2 filings.

Finance Support:

- General internal accounting support (exporting and organizing payroll & billing reports, etc.)
- Assist with tracking and answering general internal accounting related inquiries in the accounting inbox.

Compliance Support:

- Assist with obtaining electronic signatures of contractual documents and filing of executed agreements.



- Assist with annual audit preparations, such as document collection and organization.
- Assist with Board Meeting preparation and coordination.
- Assist with policy organization and implementation.



Projects:

- May assist with other projects relative to the Compliance, HR and/or Finance needs of the Civilization Research Institute.



This role is ideal for you if you:

- Embrace working in a mission-driven nonprofit, start-up environment.
- Enjoy and feel fulfilled by, and are naturally good at the types of tasks and work involved.
- Are trustworthy, loyal, honest, and hold high integrity as a core value.
- Are detail-oriented and organized with a strong emphasis on accuracy and confidentiality.
- Have a friendly disposition and are able to work well with others.
- Possess a rare combination of interpersonal, empathetic, and analytical skills.
- Have excellent written and verbal communication skills.
- Have exceptional time management skills with a keen ability to discern urgent and non-urgent priorities.

The experience, knowledge, and/or skills you'll need to succeed:

- Strong administrative skills.
- Computer/tech savvy.
- Successful experience having served in high-level administrative roles with enjoyment.
- Strong ability to manage multiple tasks and support a dynamic leader in diverse operational areas.
- Adept at working with Google Docs, Asana, QuickBooks Online, Microsoft Office, and communication tools like Slack.
- Ability to work independently and effectively in a remote work environment.
- Ability to maintain highly structured workflows and provide excellent internal service to team members.
- Educational background may include university education and/or self-directed/career experience.

'Nice to haves' include:

- Experience in the HR, Accounting, and/or Payroll fields.
- Familiarity with Daniel Schmachtenberger's public-facing work and a basic understanding of the metacrisis.

Additional Information:

Over the last three years, the Civilization Research Institute has produced the Consilience Project as its primary publication, which has focused mostly on issues of public sense making. We are currently working on a range of high-impact projects across our focus areas of catastrophic risk mitigation, collective intelligence, and improving institutions.

Our people are what make us unique in the field of global catastrophic risk. It's important to us that our ways of working and compensation practices align with our values and enhance our ability to attract and retain great people.

1099 Trial:

This is a Full-Time, 1099 Trial to Hire position. The majority of full-time team members are brought into the Civilization Research Institute via the Trial to Hire process. Our intention with the Trial is to enable both the candidate and the Civilization Research Institute to assess mutual fit in ways that aren't possible through even the most thorough interview process.

At the end of the Trial period, a decision is made to either 1) Offer a permanent role within the Civilization Research Institute 2) Offer a transition to a role with a network partner 3) Conclude the Trial and affiliation with the Civilization Research Institute.

Compensation:

The starting compensation will be competitive and depend on a variety of factors that may include but are not limited to experience, education, training, certification, and location. We do not currently cap salary ranges because we value team members growing in their roles over time.

Benefits:

Upon completion of the Trial period, if offered a full-time role, we will offer comprehensive, flexible, and competitive benefits that support the personal health, wellness, and finances of our team members and their families.

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

About the Civilization
Research Institute:

The Civilization Research Institute works to support the emergence of a mature global civilization capable of wisely stewarding the unprecedented power of exponential technologies, in concert with an enduringly healthy biosphere, while avoiding the twin failure modes of catastrophes and dystopias.

The essence of the Civilization Research Institute's work is the development of a set of criteria for a global civilization wise enough to steward the power that our narrow intelligence has created. Our work aims to bring such a future into being.
