



Employment Opportunity:

We are seeking a motivated Executive Assistant/Program Assistant with good organization, time management and communication skills. The prospective applicant will perform clerical, administrative and office management tasks, along with other duties associated with program support. The chosen applicant will be part of a very small staff of people who also have the same multiple administrative and program duties. There is room to grow and develop a wide-variety of skills, with the opportunity for upward mobility.

What We Do:

We use the concentrated resources of our cities to support youth in research, planning and policy-making. Since 1981, thousands of adult professionals have supported youth as advisors and mentors. Our previous programs include Capitol Focus, Women in Politics, Community Perspectives, Youth Action League and several versions of the Policy Leadership Program. Participants emerge confident with the sophisticated skills needed to lead efforts to improve their communities.

Duties and Responsibilities:

1. PROGRAM ASSISTANT FOR GREEN FOCUS & WOMEN IN POLITICS: Reports to the Executive Director and assists with scheduling meetings for participants, reserving space at offices and restaurants, creates and maintains program data spread sheets, buy/gathers materials, some online research and edits documents for dissemination.
2. LOGISTICAL COORDINATOR FOR BUILDING HEALTHY COMMUNITIES (BHC): Arrange Flights, ground transportation, meals, lodging, and stipends for several BHC programs each year and effectively communicate to foundation program managers on event details and outcomes.
3. ADMINISTRATIVE DUTIES: Process checks & deposits weekly, data input and tracking, filing and recordkeeping (digital & hardcopy), process payroll and track payroll reports, run and interpret QuickBooks reports, purchase and order office supplies, process maintenance requests and work alongside our accountants to provide budgetary and bookkeeping support.
4. PROGRAM ASSISTANT FOR CALIFORNIA ROAST AND SHE SHARES: Assist with a variety of development tasks for the annual fundraiser, serve as on-site staff for these events, assist in the application review process for She Shares and send out annual tax deduction letters.

Requirements of the position:

At least a two-year college degree and three years of administrative experience; able to adapt and learn quickly; excellent writing and communication skills; familiarity with Excel, Word and QuickBooks; professional demeanor and attitude; organized and punctual; comfortable working in a small office; excellent time management skills.

Compensation starts at 19/hr. This position is permanent and starts immediately after a criminal background check. The position is part-time at three days a week, with hours to increase over the next year depending on the amount of funding we receive to enhance and elevate our program work.

To apply: send a **resume and cover letter** to Belen Flores, Executive Director at bflores@californiacenter.org. For inquiries you can call 916-443-2229.