

**California EDGE Coalition
Position Announcement – Administrative Assistant**

Position Title:	Administrative Assistant
Location:	Remote Work and Downtown Sacramento, CA
Employment Status:	Part-Time, 20 hours/week, Non-Exempt
Reports to:	Executive Director
Compensation:	\$20,000 - \$25,000/year - Compensation Depends on Experience
Submission Deadline:	Open until filled

The California EDGE Coalition unites business, labor, social justice, education and workforce organizations to build a broadly shared prosperity for all Californians. We share a commitment to the idea that post-secondary education and training is the doorway into economic mobility for individuals and communities. Our coalition believes that when all individuals have the opportunity to develop the skills and abilities needed in today's labor market, California will be positioned to thrive and prosper based upon the diversity, skills, and strength of its people.

Under the leadership of the Executive Director, the Administrative Assistant is responsible for all administrative and clerical duties for EDGE including, but not limited to, scheduling, meeting planning, recording minutes, booking travel arrangements, data entry, disseminate communications, and website/social medial maintenance. All duties will support the day to day operations and logistics for EDGE, staff, and board members, while also playing a key role in helping achieve our organization's goals and priorities.

Responsibilities:

- Record meeting minutes
- Electronic and hard copy filing
- Document creation, proofreading and editing
- Maintain email lists and rosters
- Design and distribute mass emails
- Coordinate travel arrangements for staff and board members
- Event planning and coordination; includes securing speakers, locating venues, managing registration and attending some meetings onsite
- Assist with social media maintenance
- Support community outreach activities
- Maintain the website
- Participate in regular team meetings and office staff meetings
- Attend local, regional, and statewide meetings and provide logistical support
- Answer phone and email inquiries

- Assist with accounting duties
- Filing (electronic and hard copy)
- Other duties as assigned

Qualifications:

- One year of experience in an office environment
- Commitment to the CA EDGE Coalition's [mission](#)
- Commitment to integrity in all areas of the position
- Excellent written and oral communication skills
- Highly organized and detail-oriented
- Experience with Microsoft Word
- Willing to travel and work occasional evenings and weekends
- Collaborative and diplomatic team working style, with excellent interpersonal skills
- Strong time management and organizational skills with flexibility to manage a wide variety of tasks
- Good problem-solving skills
- Reliable and dependable
- High level of professionalism

How to Apply – Open Until Filled

Please submit the following via email to info@caedge.org with "Administrative Assistant" in the subject line:

- Cover letter
- Resume
- Three professional references

Only applications submitted by email will be reviewed.

No phone calls or walk-ins please.

The Community College League of California is the California EDGE Coalition's fiscal sponsor.