JOB ANNOUNCEMENT
Position Closes May 22, 2020

Position: Administrative Assistant
Status/Hours: Full-time; hourly; non-exempt; 40 hours per week
Location: Remote work while Shelter in Place then office in Sacramento

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership’s diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The primary duties of the Administrative Assistant include:
1. Reception, mail, filing, office supplies, general clerical duties
2. Coordinate general IT support, phone and data services with outside vendors
3. Act as first point of conduct for property manager, requesting repairs and service
4. Provide logistical support for the organization’s meetings, trainings and events including travel arrangements for staff, support program staff on-site as needed, Creating registration forms, preparing materials
5. Arrange logistics for board meetings including arranging catered lunches, reserving and preparing conference room, making hotel room reservations/reserve room block for orientation meeting
6. Assist with Board Elections including Record designated voters in membership database, send out, collect and record electronic voting consent forms, assist with board elections mailing
7. Maintain online board portal
8. Receive and process receivables.
9. Prepare and support payables
10. Disburse petty cash, reconcile petty cash with a second member of the Administrative team
11. Maintain accounting files
12. Assist Administrative Director with preparation of monthly reports, audit activities and other special projects as assigned
13. Maintain the ED’s schedule
14. Prepare workspaces, computers and related tasks, print new hire paperwork
15. Manage Membership database
16. Support Member communications
17. Provide support and assistance to other staff for special projects as requested
18. Carry out other duties as assigned

MINIMUM/DESIRED QUALIFICATIONS:

Education and Experience:
a) Minimum of one year demonstrated experience fulfilling financial and administrative duties, volunteer experience acceptable
b) Paid or volunteer experience in a non-profit setting involving domestic violence, women's rights, social justice or similar organization preferred

Knowledge, Skills and Abilities:
c) Greeting customers with excellent service and attention  
d) Excellent organizational skills  
e) Good communication and interpersonal skills  
f) Demonstrated ability to manage time and adjust activities to complete assignments within established timeframes  
g) Gets along with others, always looking to support staff  
h) Proficiency in work processing, spreadsheets, database management including Microsoft Office Programs  
i) Experience using office equipment including telecommunications systems, copier, and fax machines.  
j) Bilingual skills, Spanish, highly desired  
k) Understanding of and commitment to issues of anti-oppression and cultural competency  
l) Demonstrated ability to produce high quality work, on time  
m) Willingness and ability to working collaboratively and in coordination toward more effective and sustainable solutions within a team and across disciplines/organizations  
n) Ability to build partnerships with a variety of people including survivors, organizational leaders, shelter, direct service staff and co-workers.  
o) Commitment to the Partnership’s Mission and Theory of Change*  
p) Access to reliable transportation and ability to travel as needed to complete job duties.  

Physical Requirements (not limited to the following):  
a) Physical ability to perform essential functions with or without reasonable accommodation  
b) Must have the ability to sit for extended periods of time  
c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal  
d) To see and read a computer screen and printed material with or without vision aids  
e) Hear and understand speech at normal levels and on the telephone  
f) Speak in audible tones so that others may understand clearly in person and on the telephone  
g) Ability to understand and follow oral and written instructions  

Hourly Rate Range: $17.79-$22.51 depending on experience and language capacity  
Benefits: Health, vision & dental insurance; paid vacation & sick leave  

**INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS BY MAY 22, 2020 TO: jobs@cpedv.org WITH THE SUBJECT LINE “ADMINISTRATIVE ASSISTANT”**

The Partnership is an equal opportunity employer and provider. Women, people of color, survivors, people with disabilities, and persons who are LGBTQ are encouraged to apply.