



Position: Administrative Assistant (AA)

Reports to: Executive Director (ED)

Status: Non-Exempt

Standard Work Schedule: 20 hours a week, plus additional time during events

Starting Hourly Range: \$23.00 – \$25.00 per hour

Location: Sacramento, CA

Benefits: Sick time, a competitive 403(b) plan

The Administrative Assistant (AA) provides the Executive Director and staff with comprehensive administrative, operational, and database support to ensure efficient organizational workflows. This role uniquely blends core nonprofit administration with robust event coordination. The AA serves as a foundational support layer for governance, communications, membership operations, and major signature conferences.

Activities will include, but not be limited to:

- Daily Operations, Office Logistics & Finance
 - Finance & Office: Book business travel. Collect and submit all receipts and invoices for month-end close. Check mail, order office supplies, and support digital and physical filing.
 - Communications: Route incoming phone calls and website contact inquiries. Manage Outlook contact lists. Proofread and link-check outgoing emails.
 - IT Tracking: Maintain inventory logs for hardware and peripherals. Support software functionality and integrations.
 - Web Support: Manage basic digital file organization and perform routine website content updates.
 - Ad-Hoc: Provide general administrative support to the management team as assigned.
- Conference & Event Production
 - Speakers & Exhibitors: Track speaker agreements, presentations, and bios. Enter sessions and times in event management software, approve portal tasks, send evaluation survey emails, and assist exhibitors.
 - Collateral & Prep: Draft, proofread, and assemble programs, flyers, packets, and session signage. Populate session text into digital media templates. Coordinate folder setups and copies for events. Research and procure in-kind donations and gift cards for raffles. Coordinate with the appointment-setting team for Advocacy Day.
 - On-Site Support: Staff registration desks and support on-site event operations. Schedule push notifications, build surveys, and join post-event debrief (travel within CA preferred).
- Board Governance & Committee Support
 - Logistics: Coordinate board meeting logistics (space, catering, RSVPs).
 - Board management tool: Build agendas, upload documents, and archive committee meeting minutes.
 - Rosters & Elections: Update board and committee rosters and assist with board/officer election processes and ballot mailings.
- Membership Operations & Programmatic Support



- Clusters: Calendar and coordinate with leaders of regional cluster meetings.
 - Deliverables: Assemble and mail annual membership packets (letters, certificates, flyers, gifts). Assist with the annual membership meeting and annual report.
- Database Support, Cleanup & Reporting
 - Association management software data cleanups.
 - Reporting: Pull functional database reports and prepare reports as needed.
- Perform other duties and responsibilities as assigned.

Skills / Abilities

- Excellent time-management skills with the ability to organize and prioritize multiple tasks assigned by multiple team members effectively.
- Strong team player with a collaborative and solution-oriented approach.
- High level of attention to detail and ability to complete repetitive tasks with a high degree of accuracy.
- Strong organizational, written, and verbal communication skills.
- Demonstrated ability to work with individuals from diverse backgrounds and cultures.
- Familiar with technology, specifically Microsoft 365 (Word, Excel, PowerPoint, SharePoint, Teams, OneDrive, etc.), Canva, and Zoom.
- Ability to lift and carry supplies and equipment weighing up to 50 pounds.

Required Qualifications:

- Associates degree in a related field; or
- 1 year paid or volunteer experience in an administrative role, or other tasks relevant to this position, and a diploma or equivalent.

Preferred

- Experience in an administrative role, or other tasks relevant to this position
- Familiarity with event management platforms—such as PheedLoop—is highly desirable
- Familiarity with association management software—such as Novi AMS (the platform we use)—is highly desirable
- Knowledge of and/or interest in Head Start (preference will be given to Head Start parents, alumni, or former staff)
- Bilingual