Now OPEN: Administrative Assistant Job Description

January 2018

The CCCAOE is currently looking to hire a part-time independent contractor to perform administrative tasks in an independent and timely fashion. Hours, wages, and work location negotiable. The ideal candidate lives in the Sacramento, CA area, can travel several times a year for 2-5 days at a time, and can work effectively with Board members and members of the Association under the direction of the Executive Director. The position requires extensive Microsoft Office product use, website work (will train the right candidate), and attention to detail.

California Community College Association for Occupational Education (CCCAOE) focus includes:

- Developing effective leaders at the local, regional and state levels through professional development activities
- Advocating for CTE (Career Technical Education) and EWD (Economic Workforce Development) at the local, state, and national levels
- Providing opportunities to build relationships and connect to statewide leaders
- Using innovation and technological efficiencies to disseminate information and best practices at the statewide and local levels, and
- Informing the membership on policy issues related to CTE and EWD

Job Description

- Produce meeting minutes for monthly conference calls and in-person meetings (travel may be required), and other meetings by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Create and maintain Excel spreadsheets of professional development attendees, payment activity, etc.
- Maintain Association activities by arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting members, on the telephone and via email, answering or referring inquiries.
- Maintain member confidence and protects operations by keeping information confidential.
- Prepare reports as required.
- Maintain their own office supplies and equipment (negotiable).
- Other duties as assigned.

Skill Requirements

- Time Management
- Microsoft Office Skills
- Flexibility
- Confidentiality
- Professional Writing Skills
- Verbal Communication
- Travel Logistics Management
- Ability to travel for up to 5 days several times a year
- Professionalism
- Organization

Call to Action

- Send a cover letter, resume, and references to executivedirector@cccaoe.org **by January 20, 2018.**
- Interviews will take place January 25, 2018 at Hyatt Sacramento, CA. Anticipated start by end of February.