

## **Administrative Assistant**

Are you ready to make a meaningful impact in the heart of Sacramento, California? Join us as an Administrative Assistant at the California Association for Health, Physical Education, Recreation and Dance (CAHPERD) and be part of a passionate team of members and volunteers dedicated to promoting these fields statewide!

### **Job Description:**

Status: Full-Time

Hours: 40 per week

Salary \$50,000/year

### **About Us**

Established in 1930, CAHPERD is a non-profit organization committed to advancing health, physical education, recreation, and dance programs across California. As a voluntary membership corporation, we strive to ensure that these essential programs are integrated into the fabric of communities and schools, while also keeping our pulse on legislation that could impact HPERD.

We are currently seeking an Administrative Assistant to support the Executive Director, Finance Director, the members, and the organization by performing various clerical duties and office tasks.

**If interested, please submit your application packet to: [reception@CAHPERD.org](mailto:reception@CAHPERD.org).**

Include: Cover letter, resume, and two letters of recommendation

Applications due: Open until filled.

Position to begin ASAP.

### **Responsibilities:**

- Support the Executive Director, Finance Director, the members and the organization with administrative tasks and daily operations of the association.
- Greet visitors; answer phone calls and correspondence in a friendly and professional manner; ensure people get the information they need from the front desk.
- Input and maintain all donor and member databases.
- Produce various reports and mailings from databases.
- Perform data entry of various types (i.e. membership/event registration).
- Issue and send monthly renewal notices and solicitations to members.
- Monitor, maintain and update content on the website and social media accounts.
- Generate and maintain membership correspondence, respond to inquiries, and update files.
- Track office inventory and order supplies if needed.
- Occasional travel, including one or two conferences a year which may result in weekend travel and overnight stays in a hotel. The Organization will cover related costs, as outlined in per diem and reimbursement policies.
- In preparing for conferences, the employee may be required to lift and/or transfer boxes weighing 10 to 25 pounds. Preparation of event materials will require some standing.

**Qualifications:**

- AA degree and 2 years of administrative support experience preferred.
- Proficient in Microsoft Office Suite and Google Suite.
- Experience with accounting software (QuickBooks) and iMIS system are desirable.
- Professional communication skills.
- A valid driver's license is required for this position and candidates must be of legal age to rent a vehicle, as determined by our company policies. Proof of valid car insurance is required.
- Excellent attention to detail with a high degree of accuracy.
- Ability to work under pressure with flexibility.
- Highly motivated, energetic, and outgoing.

**Compensation & Benefits:**

Salary \$50,000/year

2 weeks paid vacation/year and California legal holidays.

Benefit equivalent to 10% of gross salary towards health benefits or tax-sheltered annuity.

Sick leave in accordance with California law

Opportunity for advancement

**Equal Opportunity Employer:**

CAHPERD is an equal opportunity employer committed to fostering an inclusive and diverse workplace. We believe that a diverse workforce enhances our ability to innovate, understand our customers, and achieve our goals. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, or any other protected characteristic, as defined by applicable laws. We encourage individuals from underrepresented groups to apply and join our team. We are dedicated to providing reasonable accommodation for applicants and employees with disabilities and ensuring a barrier-free employment process. Join us in creating an environment where everyone's talents and perspectives are valued, respected, and celebrated.