California Alliance for Retired Americans (CARA)  www.CaliforniaAlliance.org

Job Announcement: Administrative Coordinator / Executive Assistant

Organizational Description: The California Alliance for Retired Americans is a broad-based coalition of over 275 affiliated organizations with a combined membership of more than one million older Californians. As these numbers continue to grow, CARA is establishing a powerful grassroots organization that is united and able to come together quickly and energetically to speak out on issues of concern to older adults. CARA is the California affiliate of the 4-million-member national organization, the Alliance for Retired Americans (ARA), and is based in Oakland, California.

CARA is a dynamic, fast-paced organization that is seeking the right person to help it grow and develop with strong administrative and communications systems.

Position Description: The Administrative Coordinator / Executive Assistant ensures the effective and efficient operation of California Alliance for Retired Americans fast paced and diverse activities. The Administrative Coordinator/Executive Assistant is responsible for managing the organizations administrative activities as well as directly supporting the work of CARA’s Board of Directors and Executive Director. Specific responsibilities include:

Administrative Duties

- Oversee correspondence with members, legislators, potential supporters
- Respond to all emails and phone requests from staff, members, board, etc. in a timely manner
- Distribute all monthly CARA Action Team meeting materials and meeting reminders
- Prepare and distribute yearly invoices to all membership organizations and individuals
- Assist Executive Director with grant submissions
- Edit all documents and materials for distribution
- Maintain organizational and media database
- Provide strong administrative support to development of CARA’s Annual Convention
- Track all ad sales for Convention program book
- Organize and provide all text and ads to graphic artist for Convention program book
- Track and manage registration for annual Convention
- Track and manage hotel reservations for annual Convention
- Support Bookkeeping Consultant and provide invoices for accounts payables and receivables, financial statements for Board, yearly budget preparation, foundation grants tracking, bank deposits
- Support accountant in preparation of payroll, workers comp, tax returns, W-2s, 1099’s and state reporting
- Supervise the Administrative Assistant (if appropriate) and any temporary contract workers
- Handle all Human Resources responsibilities
- Maintain VANCO online giving program
- Track donations and send thank you letters
- Oversee CARA computer equipment and website maintenance
- Organize and maintain central files
- Order and maintain supplies for trainings and activities
- Manage vendor relationships and contracts
- Maintain office systems and implementation
• Input data and maintain CARA database in Access

Support Board of Directors and Executive Director
• Maintain Board files and correspondence
• Help coordinate Board and committee meetings, including arranging meeting space, ordering food, copying material, etc.
• Assist Board members with travel arrangements
• Assist Executive Director as needed with scheduling and travel planning
• Assist Executive Director with other logistical support
• Assist the Executive Director with other duties as assigned

Requirements:
• Bachelor’s degree or equivalent experience
• Strong written, editing, communication and organizational skills
• Proven ability to juggle multiple projects with short and long-term deadlines while paying attention to detail
• Ability to work independently within an established plan
• Excellent team player and collaborator with a “roll up your sleeves” attitude
• Ability to communicate well with volunteers, especially seniors
• Prior experience with office coordination and management
• Proficiency in Microsoft office applications (Word, Excel & Access) as well as technical aptitude
• Proficiency in QuickBooks

Salary Range: DOE
Schedule: Full-time
Availability: Immediately
Benefits: Health and Dental benefits
Annual leave which accrues at the rate of 1.25 days per month after the first 3 months of employment
13 days sick leave per year, 12 paid holidays per year

Location: Oakland
To Apply: Email cover letter and resume to: personnel2020.cara@gmail.com
No phone calls please. Deadline to respond is Friday, January 10, 2020