



## **JOB TITLE: ADMINISTRATIVE ASSISTANT —PROFESSIONAL LEARNING SERVICES**

### **POSITION DESCRIPTION:**

The Administrative Assistant provides support to the Professional Learning Department through daily operation activities. This position provides administrative support for the effective delivery of contract services, professional learning programs, and other CABE activities to ensure successful implementation of CABE's Vision: Biliteracy, Multicultural Competency, & Educational Equity for All. This position reports directly to the Director of Professional Learning.

### **ESSENTIAL JOB DUTIES:**

- Provide administrative support to professional learning programs (copies, filing, data entry, faxing, order supplies, scheduling, phone answering, email communication, note taking, set up for meetings, etc.).
- Track current projects for key dates for materials design, duplication, onsite and virtual support for events,
- Collaborate with Programs and Events Department to set up registration for PLS events on the CABE online registration system and support the monitoring of the registration for each event.
- Address and support the resolution of registration questions and issues.
- Prepare registration lists, name badges, and maintain records as required.
- Assists with Spanish translations of materials as needed.
- Communicate with partner schools, districts, and agencies to receive and provide accurate, courteous, timely information to support the delivery of professional learning services.
- Utilizes technology within the context of professional learning outreach and support.
- Supports culturally and linguistically responsive models of educator professional learning.
- Assists in the creation of publications and products to support educator professional learning and growth.
- Supports with the development of systems or organization and coordination of internal resources for efficient department operations.
- Design marketing materials to invite new business and assist with advertising and marketing all PLS events.
- Assist at PLS invitational events and at the CABE annual conference as needed.
- Performs related duties as assigned.

**JOB REQUIREMENTS:**

- Experience in working in direct contact with customers as well as in an office environment.
- Previous work in the education market or in/with school districts as customers.
- Knowledge and experience with MS Office, Zoom, Google Apps, In Design, and designing flyers and promotional materials.
- Skill in marketing, organizing events, using technology for creating databases and marketing pieces, filing, copying, and preparing materials for workshops, communicating with multilingual/multicultural community members, interacting well with other departments.
- Experience with time management while working within a timeline for task completion; experience with time management working with multiple timelines (one per project) for task completion.
- Knowledge of Spanish (or another language supported in the community), the California public school system, and marketing through social media.
- Ability to work independently and interdependently, ability to work collaboratively with a variety of individuals and groups, communicate effectively verbally and in written form in English (and other languages as appropriate), exercise sound judgment, interpret and communicate policies and procedures, model norms of behavior that reflect high expectations,
- Travel to various schools, districts, and conference/event locations in the US and Mexico, work some weekends and extended hours.

**QUALIFICATIONS:**

- Meet job requirements as listed above.
- Possession of a California Driver's license and a valid passport
- Associate Degree (or work experience equivalence) or higher Technological proficiency
- Bilingual /Biliterate

**EDUCATIONAL EXPERIENCE:**

- Any combination equivalent to graduation from high school and three years of increasingly responsible clerical or secretarial experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Busy office environment with frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials

- Bending at the waist, kneeling or crouching to file materials
- Sitting for extended periods of time
- Lifting and transporting boxes weighing up to fifty pounds

**TERMS OF EMPLOYMENT:**

- Valid Driver's License

**SALARY**

- \$20-23 an hour (commensurate with experience)
- Full time, 40 hours per week
- Full health benefits and contributions to 403b retirement plan

**APPLICATION PROCESS**

- Complete application form online at <https://fs3.formsite.com/cabeforms/form155/index.html>
- 3 current letters of reference (dated within one year)
- Open until filled