



The Campaign for College Opportunity
Full-Time Administrative Associate
Location: Los Angeles

The Organization

The Campaign for College Opportunity is a nonprofit 501(c)(3) organization that is dedicated to ensuring all Californians have an equal opportunity to attend and succeed in college to build a vibrant workforce, economy and democracy. Our mission is focused on substantially increasing the number of students attending two- and four-year colleges in the state and who complete their college education. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles and Sacramento.

Position Summary

The Administrative Associate for the Campaign for College Opportunity will be based in Los Angeles and work under the direction of the Vice President of Development & Administration and the Associate Manager of Development & Administration to perform a variety of administrative and clerical tasks. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small office of diverse people and activities. This individual must be a proactive problem solver, work with a high level of professionalism, and be able to function effectively in a variety of roles within a dynamic environment under minimum supervision. This is a full-time position and is temporarily a hybrid remote work/onsite position due to the COVID-19 pandemic and may become a full-time onsite position in the future. The Administrative Associate shall represent and promote the Campaign in a professional and courteous manner while performing the following duties:

Key Responsibilities

- Assist the President, Executive Vice President, and Sr. Vice President (Executive Team) with their daily schedule and duties, to include: managing calendars, commitments, and travel arrangements; drafting correspondence and briefing memos; arranging meetings and conference calls (including coordinating all meeting logistics and preparing meeting materials, etc.); and managing expense reports and personal reimbursements for the President and Sr. Vice President;
- Oversee Los Angeles office operations to include: Receiving and interacting with visitors; Answering and managing incoming calls; Receiving, sorting, and distributing mail; Managing large print orders and working with vendors to maintain office equipment as needed; Managing the inventory of office supplies and ordering additional supplies as needed; and ensuring the office is professionally maintained by all team members;
- Calendaring and scheduling staff meetings and arranging travel as necessary;

- Updating and maintaining our database of key contacts and track activities and meetings;
- Compiling data and preparing materials for meetings;
- Providing assistance with technology to support staff, providing in-house expertise to resolve technical issues, and creating procedure manuals and templates for staff use, and working with our IT Consultant as needed to support the Executive Team;
- Providing logistical support to in-person and virtual meetings to ensure successful outcomes. This may include conducting research, preparing meeting materials, managing logistics (RSVPs, guest services, coordinating refreshments, set up, and takedown); and providing audio-visual support for live video meetings and events;
- Serving as liaison to the Board of Directors. This includes preparing Board packets for meetings, planning and overseeing the logistics of Board meetings and dinners, arranging travel, being the point of contact between the Campaign staff and Board members, and arranging calls for the Board committees;
- Assisting the Campaign in other administrative and program areas as needed.

Qualifications:

- Bachelor's or Associate's Degree preferred, but can be substituted with experience.
- 2+ years of solid administrative experience in an office setting;
- Prior experience with non-profit organizations and/or working in a legislative office environment preferred;
- Strong verbal and written communications;
- Excellent organizational skills;
- Excellent attention to detail;
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines and problem solve;
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and experiencing working with database management programs preferred;

Personal Characteristics

- Committed to, and enthusiastic about, the mission of the Campaign for College Opportunity;
- Adept at multi-tasking in a high-stakes, fast-paced environment,
- Committed to owning their area of work and rising to meet the demands of the job while bringing innovation to a way of doing business to improve our office and organization;
- Comfortable asking questions and acknowledging when in need of additional support or information to complete tasks;
- Outgoing, straightforward, and hardworking;
- Able to work independently and take initiative;
- Results oriented;
- An adaptable, flexible problem-solver;
- Team-focused, enjoy working as part of an active group of highly engaged individuals, sharing information readily with co-workers, and listening to and respecting others;
- Able to accept constructive feedback and give constructive feedback so that the organization thrives;
- Able to work some evenings and weekends when needed and be available for minimal travel to attend board meetings and other important events;

- A person who presents a high degree of maturity, honesty, trust, sophistication, and integrity and cultivates these qualities in others.

Compensation

The salary offered for this position is between \$42,000 and \$46,000 annually, depending on experience. The Campaign offers 100% medical, dental, and vision insurance premium coverage for you and your dependents and provides a generous match of up to 5% for your retirement contributions. The Campaign provides three weeks paid vacation and annual professional development opportunities as approved by your Supervisor.

Selection Process

The Campaign for College Opportunity will accept applications for the position beginning January 7, 2022. Interested parties should forward a cover letter and resume by email with the subject line “Administrative Associate” to recruitment@collegecampaign.org. Solicitation of candidates will continue until a satisfactory pool is achieved. A writing sample and minimum of three professional references will be requested for final candidates.

The Campaign for College Opportunity is an Equal Opportunity Employer and encourages applications from qualified persons of every background. All applicants should visit our website to learn more about the Campaign at www.collegecampaign.org before submitting a cover letter and resume.

No phone calls, please.