TITLE: Administrative Assistant
REPORTS TO: Maria Cadenas, Executive Director
LOCATION: Santa Cruz County
CLASSIFICATION: Part-Time, 20 hours per week
PAY: $18 - $20/Hr, based on experience
Please send resume and cover letter to: info@sccvonline.org

Job Description

Executive Assistant will play a critical role in supporting the Executive Director and the day-to-day operations of Santa Cruz Community Ventures, including our administration, finance, human resources, and communication functions. The Executive Assistant is a key member of a fast-paced and team-focused office environment. They will perform a wide range of projects in addition to administrative and clerical support duties. SCCV staff must be able to work independently and under minimum supervision and act on own initiative. The ability to communicate and coordinate effectively and support activity will be critical. This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At SCCV, all of our jobs include broad responsibilities for continually improving the processes we use.

About SCCV

Established in 1989, Santa Cruz Community Ventures (SCCV) works to build a compassionate and equitable local economy that contributes to the region’s well-being. SCCV’s programs are focused on financial capability, asset building, and advocacy.

Regular Duties

- Provides administrative support for the Executive Director
- Organizes documents, files, materials, and resources
- Prepare financial statements, reports, memos, invoices letters, and other documents
- Prepare outreach communications including newsletter and social media
- Help prepare meetings and community events
- Handle basic bookkeeping tasks
- Filing and retrieving corporate records, documents, and reports
- Performing office duties that include ordering supplies and managing a records database
- Ensures the security of SCCV’s proprietary and confidential information and material
- Other reasonable duties as assigned by the Executive Director
Physical Demands and Work Environment

The employee is frequently required to drive, walk and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The employee must have the ability to drive a personal vehicle, as needed.

The work environment is primarily within an indoor office environment or comparable space, with occasional exposure to outdoor weather when traveling to program sites.

Qualifications

- Bilingual (English/Spanish), bi-literate, and bi-cultural required
- Strong planning, administrative, and organizational skills
- Detail-oriented with strong written and verbal communication skills
- Ability to organize multiple projects and events and thrive in a fast-paced environment
- Ability to work independently and within a team structure, take initiative and solve problems
- A sense of humor, strong interpersonal skills and flexible working style
- High level of professionalism and business acumen
- Strong computer skills including proficiency in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools including Quickbooks
- Valid California driver’s license
- Must be sensitive to cultural diversity and the needs of low to moderate income families