



JOB TITLE: CONFERENCE ASSISTANT (Full-Time) Programs & Events

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

POSITION DESCRIPTION

The CABE Conference Assistant will provide and coordinate support services in the CABE Program and Events Department. This position will ensure that logistical and administrative duties are handled in a timely and efficient manner for the annual conference, regional conferences and special events. The Conference Assistant is a full time position under the supervision of the Director of Programs and Events.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of biliteracy, educational equity, and 21st century success for all, and the implementation of the CABE Strategic Plan.

Tasks and Duties

- Support projects, tasks and maintain the Program and Events Department calendar with important dates/deadlines
- Answer telephone calls, voicemails and emails in a professional and timely manner
- Perform administrative tasks including, but not limited to faxing, copying, mailing lists, planning travel itineraries, proofreading documents and printing projects
- Assist in the preparation, updating, revision, and uploading of the planning committee resources for regional and annual planning meetings
- Schedule and organize monthly planning meetings which include reminder notices with agenda, writing and distribution of meeting minutes and setting up conference line
- Assist conference staff with travel, housing and reimbursements
- Travel to planning committee meetings and conferences, as assigned
- Perform conference specific duties before, during and after conference, (i.e., committee scheduling, exhibit booth management, online registration and handling onsite situations as needed)
- Review deadlines of contracts and communicate roles & responsibilities of

team members to maintain a calendaring system with reminders of important deadlines

- Coordinate and order materials for conferences, events and department, as needed
- Format, prepare and order awards, plaques for conferences and events
- Assist with thank you letters and post conference reports, i.e. conference evaluations
- Coordinate the shipment of materials for meetings, events and conferences
- Meet regularly with supervisor and team members to discuss task, duties and priorities
- Attend Monthly Staff Meetings
- Perform other duties as assigned

JOB REQUIREMENTS

- Experience in working in direct contact with customers as well as in an office environment
- Ability to work and multi-task in a fast-paced environment
- Knowledge and experience with Microsoft Office 365 and databases (Excel and Access preferred)
- Able to communicate with multilingual/multicultural clients and partners, filing, copying, and preparing materials for workshops and meetings, organizing receipts and materials
- Experience with time management while working within a timeline for task completion
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations
- Willing to travel to various schools, districts, and conference/event locations
- Ability to work a flexible schedule inclusive of extended hours and some weekends
- Physical abilities including standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying, fine manual dexterity

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE's professional profile and customer service
- Work collaboratively within and across departments, as a team player who listens and is ready to learn
- Address new challenges and projects with a positive, innovative and solutions-based approach
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups
- Ability to communicate effectively verbally and in written form

QUALIFICATIONS

- Meet Job requirements as listed above
- Associates Degree (AA) or the equivalent education and/or experience

- Two years' work experience in planning meetings, working with hotels and convention centers, and/or office management (administrative assistant preferred)
- Ability to type 50 words per minute with word processing training, preferably MS Word
- Outstanding organizational and creative problem-solving skills
- Detail-oriented and able to prioritize and coordinate multiple-tasks with minimum supervision to meet established deadlines
- Self-starter with professional, pleasant and effective telephone skills; congenial personality and good initiative
- Excellent customer service abilities and verbal and written communication skills
- Strong work ethic
- Proficient command of English/Bilingual preferred

SALARY

- Base Salary \$37,000/yr., non-exempt
- Complete insurance coverage – medical, dental, vision, life
- 403 (b) with employer contribution

To apply, please complete an application at:

<https://fs3.formsite.com/cabeforms/form155/index.html>

DEADLINE TO APPLY: OCTOBER 19, 2018