



JOB TITLE: Operations Assistant (Part-Time) Administration Services

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 Operations Assistant will provide specialized support to promote the smooth operations of CABE headquarters, including answering telephones, making copies, coordinating the scheduling and set up/cleanup of CABE meeting rooms, supporting the maintenance of office supplies, processing credit cards, and providing administrative support to the Deputy Director.

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

- Answer and screen telephone calls
- Coordination of onsite conference room space—set up, cleanup, supplies, catering
- Duplication of materials for Board meetings and other organizational events
- Calendaring of meeting rooms via online system
- Partner and support General Office Assistant with supplies
- Provide administrative support to the Deputy Director—copies, scheduling, and other duties as needed
- 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 (proficiency in Excel 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
- Possession of a valid California Driver's license with reliable transportation
- Proficient with Microsoft Office 365 (Outlook, Excel, Word, etc.)
- Associate Degree (or work experience equivalence) or higher
- Proficient command of English/Bilingual preferred

SALARY

- Base Salary--\$15.00/hr., non-exempt
- Average 20 – 25 hours per week, hours may vary

To apply, please complete an application at:

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

DEADLINE TO APPLY: OCTOBER 19, 2018