



JOB TITLE: OFFICE ASSISTANT, PROGRAMS AND 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 Office Assistant plays an essential role within the organization, responsible for providing comprehensive administrative support and ensuring efficient office operations. This position requires a highly organized and detail-oriented professional capable of managing a wide range of tasks. The Office Assistant will collaborate closely with conference staff, support event logistics, and maintain key office functions.

ESSENTIAL JOB DUTIES

Administrative Support:

- Perform various administrative tasks, including managing and procuring office supplies, and ensuring the workspace is adequately stocked and organized.
- Professionally handle incoming calls, voicemails, and emails, providing timely responses and directing communications to the appropriate personnel as necessary.
- Maintain and update the department's calendar, oversee the scheduling of meetings and monitor important deadlines.

Meeting & Event Coordination:

- Coordinate and organize team meetings, including scheduling virtual or in-person sessions, preparing agendas, and distributing relevant materials.
- Facilitate logistical arrangements for conference staff, including travel bookings, accommodation reservations, transportation coordination, and processing reimbursements.
- Oversee the procurement and distribution of materials for conferences and events, ensuring meticulous management of all logistical aspects.

Event Support:

- Assist the Event Support Specialist in the preparation and ordering of awards, plaques, and other recognition materials for various events.

- Actively participate in planning committee meetings, contributing to discussions, and providing necessary support.
- Attend assigned conferences to provide on-site support, ensuring the smooth execution of event activities.

Project Support:

- Assist with various projects, ensuring adherence to timelines and project specifications.
- Regularly consult with supervisors and team members to align priorities, deliverables, and ongoing tasks.
- Undertake additional responsibilities and special projects as directed by management.

Other duties as assigned.

JOB REQUIREMENTS

- Experience in working in direct contact with customers as well as in an office environment is highly desirable.
- Previous work in the education field or in/with school districts as customers.
- Knowledge and experience with MS Office, Zoom, Google Apps, In Design, Adobe, and designing flyers and promotional materials.
- Skills 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; capacity to manage competing priorities.
- Knowledge of Spanish (or another language supported in the community), the California public school system, and marketing through social media.
- Travel to various schools, districts, and conference/event locations in the US, work some weekends and extended hours, ability to stay overnight.

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE’s professional profile and customer service.
- Ability to work independently and interdependently, ability to work collaboratively with a variety of individuals, groups, and CABE departments, 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.
- Address new challenges and projects with a positive, innovative, and solutions-based approach.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to:

- Sit, stand, walk, bend, stoop, kneel, and crouch. Sitting and standing for prolonged periods.
- Use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms.
- Perform tasks requiring manual dexterity, such as twisting, turning, and grasping.
- Lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate but may get loud at certain functions, and work conditions may include exposure to relevant environmental factors such as inclement weather.

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

LICENSES AND OTHER REQUIREMENTS

Valid first aid and CPR certificate issued by the Red Cross within six months of employment.

COMPENSATION

- \$20 - \$25 per hour, commensurate with experience.
- Full time, 40 hours per week.
- Full health benefits and contributions to 403b retirement plan.
- Mileage and travel reimbursements for corresponding work in the field.
- Access to CAFE conferences, events, and professional development.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.
- Impact bilingual education and community engagement in local contexts.

APPLICATION

- Complete application form online at <https://fs3.formsite.com/cabeforms/form155/index>
- 3 current letters of reference (dated within one year)
- Application deadline is **Until filled**