



JOB TITLE: ADMINISTRATIVE ASSISTANT —PROFESSIONAL LEARNING 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 Administrative Assistant provides support to the Professional Learning Services Department through daily operation activities. This position provides administrative support for the effective delivery of contract services, professional learning programs, and other CABE activities to ensure successful implementation of CABE's Vision: Biliteracy, Multicultural Competency, & Educational Equity for All. This position reports directly to the Director of Professional Learning.

ESSENTIAL JOB DUTIES

- Provide administrative support to professional learning programs (copies, filing, data entry, faxing, order supplies, scheduling, phone answering, email communication, note taking, set up for meetings, creating Zoom links, etc.).
- Track current projects for key dates for materials design, duplication, onsite and virtual support for events.
- Collaborate with Programs and Events Department to set up registration for PLS events on the CABE online registration system and support the monitoring of the registration for each event.
- Address and support the resolution of registration questions and issues.
- Prepare registration lists, name badges, and maintain records as required.
- Assist with Spanish translations of materials as needed.
- Communicate with partner schools, districts, and agencies to receive and provide accurate, courteous, timely information to support the delivery of professional learning services.
- Support with contract processing, invoicing, and tracking as needed.
- Support full-time and part-time specialist with travel arrangements, reimbursements, and logistics information.
- Utilize technology within the context of professional learning outreach and

- support.
- Support culturally and linguistically responsive models of educator professional learning.
 - Assist in the creation of publications and products to support educator professional learning and growth.
 - Support with the development of systems or organization and coordination of internal resources for efficient department operations.
 - Design marketing materials to invite new business and assist with advertising and marketing all PLS events.
 - Assist at PLS invitational events and at the CABE annual conference as needed.
 - Performs other duties as assigned.

JOB REQUIREMENTS

- Experience in working in direct contact with customers as well as in an office environment.
- 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.
- 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 and Mexico, work some weekends and extended hours.

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

- Salary Range: \$25 per hour.
- 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 CABE conferences, events, and professional development.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.
- Impact bilingual education in local contexts.

APPLICATION

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