



Position: Administrative Assistant

Job Location: Sacramento, CA

Position Type: Full Time

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small businesses, new businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital also holds the designation as a Women's Business Center, Procurement Technical Assistance Center, and Sacramento Employment and Training Agency Business Information Center.

California Capital is seeking a highly motivated, detail oriented, and engaging individual to join our team. This is a front office position that requires a person with strong organizational skills and an outgoing personality who will serve as an ambassador for the reputation, brand, and image of our organization. The Administrative Assistant for California Capital is often the first point of contact for clients and partners entering the office, and works with all executive management, program directors, and staff to assist in the day to day administration of all California Capital programs. This includes supporting management and program staff in tracking activities and maintaining data related to California Capital programs and reporting.

NOTE: This is not permanently a remote-work position. Due to the current COVID-19 Pandemic, work is being organized remotely on a temporary basis, including client services. Employees are required to be able to communicate and work remotely when necessary, but some in-person meetings or office hours may be required.

Responsibilities:

- Work closely with the executive and program management teams to assist in the day to day coordination of all California Capital programs in accordance with the highest standards of ethics and integrity.
- Provide front office support to program staff to coordinate new client intake. Front office and reception responsibilities include answering phones, taking messages, assessing client needs and handing off clients to the appropriate individuals or programs.
- Work with program management and operations staff to compile accurate program performance data and file all workshop / event documentation required for reporting to funders and partners.
- Maintain and update the organization's calendar, staff contact lists, and administrative shared files.

- Ensure that all staff needs related to computers, office supplies, equipment, and software are met.
- On-site Office responsibilities, when resumed, include:
 - Workshop and meeting preparation both on- and off-site including room and AV setup, provision of refreshments, and event staffing.
 - Overseeing the maintenance of the organization's copy machine and other office equipment
 - Responsible for ensuring the kitchen and common areas are kept in order and clean
 - Work with interns that are engaged by the organization, as needed

Knowledge, Skills and Abilities:

- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner
- Work independently with moderate supervision.
- Able to work remotely as needed
- Maintain knowledge and awareness of key individuals that are related to the work of California Capital throughout the region and state
- Maintain knowledge and awareness of practices and standards of various California Capital programs;
- Ability to work occasional evenings and weekends, if needed

Minimum Qualifications and Requirements:

- BA/BS degree or equivalent experience is preferred.
- Proficiency in the use of business software applications e.g. MS Word, Excel, Outlook, and PowerPoint.
- Read, comprehend and interpret written materials of moderate to complex difficulty Experience with database management and reporting and ability to use cloud-based client relationship management and loan processing software.
- Must be willing to attend events and meetings on behalf of California Capital as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Must be willing to reach out to sponsors, partners and community groups to build awareness and support of California Capital's mission



To be considered for the position, applicants must provide a cover letter, resume and three professional related references with an annotation as to the applicant's relationship with each reference. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

How to Apply:

Interested candidates should email resume with a cover letter to careers@cacapital.org with "Administrative Assistant" in the subject line.