

California Alliance Concerned with School Age Parenting and Pregnancy Prevention (CAC SAP)
Job Description
Operations and Communications Coordinator

About CACSAP

CACSAP provides statewide leadership to address adolescent sexuality, pregnancy, parenting, and prevention through education, capacity building, and advocacy. To this end, CACSAP promotes developmentally and age-appropriate comprehensive sexuality education and evidence-based approaches to prevention, as they hold the greatest hope for reducing the risk of sexually transmitted infections and unintended pregnancy among adolescents.

Description

The Operations and Communications Coordinator performs a variety of duties to ensure efficient and organized daily operations of the organization. In addition, this position manages external communications projects, including website updates, monthly e-newsletter creation and distribution, and other projects as needed.

Minimum Job Qualifications

- Associates Degree or High School Diploma/GED
- At least three years experience working in an office environment
- Fluency in written and spoken English
- Awareness of and value for ethical communication, cultural competence, and differing viewpoints
- Physical ability to stoop, kneel, bend, sit for extended periods, and perform light lifting
- Commitment to the mission of CACSAP

Skills/Abilities

- Ability to manage and prioritize multiple tasks
- Demonstrated work history of completing tasks independently and maintaining an organized work environment
- Pleasant and professional demeanor, with the ability to work with a variety of stakeholders, respond well to change, and manage stressful situations
- Excellent research and writing skills
- Computer experience working with Microsoft Office, Word, Excel, Outlook and the aptitude to learn new computer applications, such as Access, PowerPoint, desktop publishing and website maintenance programs

Job Duties

- Maintain organized office environment
- Meeting, travel, special event and conference planning
- Filing, mailing, record keeping, and other clerical duties
- Respond to requests for information via email and telephone in a timely manner
- Communicate regularly with vendors, contractors, and community partners
- Write, edit, and design informational materials in both print and web formats
- Provide administrative support to Board of Directors to include taking meeting minutes, coordinating meetings, updating organizational documents and distributing meeting materials
- Build, organize and maintain databases
- Other duties as assigned by the Executive Director

Reports to

Executive Director

Compensation

- Hourly rate of between \$10 and \$15 per hour, commensurate with experience.
- 40 hours of vacation per year (accumulated at a rate of 3.3 hours monthly)
- 10 days of sick leave
- Established holidays.

Category

Part-time, 20 hours/week, between the hours of 9 a.m. – 5 p.m., with infrequent evening meetings

CACSAP is committed to a policy of providing equal employment opportunities for all applicants, all staff and all contract workers employed by CACSAP. CACSAP promotes equal employment opportunities by continuing efforts to eliminate discrimination due to race, nationality, color, gender, religion, age, sexual orientation, marital or familial status, creed, national origin, disability, or veteran or military status.