



OFFICE ADMINISTRATOR

POSITION OVERVIEW:

The Sacramento Educational Cable Consortium (SECC), a small non-profit, operates Sacramento County's educational cable channels with the region's K-20 educational community. Under the direction of the Assistant Executive Director, this position is responsible for the administrative and office activities of the organization. Duties will include all areas of support working cooperatively with the SECC Team and Consortium members to successfully implement SECC's goals and mission.

DIRECTLY RESPONSIBLE TO: Assistant Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Office Support: Perform general SECC office activities including answering phones, mailings, and general office errands.
- Maintain office supplies and place orders as needed.
- Bookkeeping: Track monthly bills, invoices, and purchase orders. Ensure all invoices are paid/collected on time and correctly.
- Coordinate committee and Board meetings including ordering lunch and taking notes, or minutes, during meetings.
- Insurance: Maintain insurance files/inventory records and coordinate annual renewals for all policies.
- Retain organized office and all related files.
- Update and maintain mailing lists/rosters for all committees.
- Sustain positive relationships with vendors, suppliers, membership and partner organizations through communications and interactions.
- Assist in coordination and implementation of SECC events.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Commitment, dedication, and enthusiasm for SECC vision and goals.
- Demonstrated ability to recognize and respond to potential problems.
- Ability to take initiative and solve problems independently and creatively.
- Time management
- Multitask
- Attention to detail
- Effective communication and writing skills.
- Proficient in Apple applications including Microsoft Office.
- Proficient in Google applications.

- Ability to create and maintain effective working relationships with team, board, and members.
- Willingness to assist all consortium activities, even those outside of the job description
- Must be able to pass background check (FBI & DOJ) and drug screening.

REQUIREMENTS:

- College Degree (AA or BA)
- Three years of relevant experience. Including two years of bookkeeping experience.
- Demonstrated ability to handle multiple projects simultaneously, set priorities and manage deadlines.
- Must be team focused, be receptive to feedback, and work well with colleagues.

JOB PROFILE:

Full time position with benefits including sick leave, vacation, 401K, health insurance. A car, valid California driver's license required with good driving record and auto insurance, mileage reimbursed. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

SECC is an equal opportunity employer, committed to a diverse and inclusive workplace. SECC considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

To apply: Please submit cover letter, resume, 3 references and salary requirements to: secc@secctv.org

Incomplete applications will not be considered. No phone calls, please.