Asian Resources, Inc.
SBHC HUB Administrative Assistant
Job Description

Asian Resources, Inc. has an opening for a part-time HUB Administrative Assistant. The BHC Administrative Assistant provides administrative, logistical, and programmatic support for the Sacramento Building Healthy Communities’ (BHC) Hub office, Work Groups, and Community events. This position reports to the Sacramento BHC Director and works in very close collaboration with all other team members. This is a part time position, requiring flexible hours as some meeting and activities occur outside of normal office hours, on weekends, and in various location.

This position requires a detail oriented and highly organized skills set, coupled with the ability to initiate and follow through on projects. Additionally, the ability to handle multiple projects simultaneously with a keen awareness of priorities are essential.

**Responsibilities**

- Provide scheduling coordination and logistical support for all Sacramento BHC in person meetings and conference calls. Issue meeting invitations through the appropriate software program, track responses, obtain conference rooms, and send out meeting reminders.
- Make necessary arrangements for meetings and events, including purchasing refreshments.
- Attend assigned Work Group meetings and take notes; ensure timely distribution of notes.
- Assist the Hub Manager in maintaining working relationships with the BHC grantee organizations, other Community Initiatives, Residents, and The California Endowment as needed.
- Prepare and process documents to ensure compliance with fiscal sponsor procedures.
- Prepare, review, and process invoices for payment for all vendors and independent consultants.
- Maintain Customer Relationship Management (CRM) system and assist with the up keep of other web-based tools.
- Support activities to update online media channels.
- Performs other duties as assigned by Supervisor.

**Required Qualifications**

- A strong commitment to the mission and vision of Sacramento BHC.
- Previous experience in a comparable paid or volunteer position.
- Proficiency with both Mac and PC office equipment and Microsoft Office products.
- Able to work effectively with people from diverse backgrounds and communities.
- Excellent written and oral communication skills.
- A valid California driver’s license.

**Desirable Qualifications**

- Some familiarity with Sacramento BHC targeted area or a community with similar characteristics and conditions.
- Bilingual Spanish/English preferred.
- Some experience with online technologies and social media tools.
- Ability to maintain a warm, friendly and helpful demeanour in all interactions.
- Capacity to work well in a pressured, fast-paced environment and in consultation with supervisor, set priorities in the presence of conflicting needs.

**Compensation**

$11 - $13 per hour.
This is a part time position.

**To Apply**

Please email your resume, cover letter, and writing sample with "Project Assistant" as the subject.

The writing sample (not to exceed 250 words) will answer the following question: What is most important change that can happen in the Sacramento BHC at the end of the initiative in 2020?

Complete applications will include a resume, cover letter, and a writing sample. *Incomplete applications will not be considered.*