



ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

About CAUSE

Center for Asian Americans United for Self Empowerment (CAUSE) is a 501(c)(3) nonprofit, nonpartisan, community-based organization with a mission to advance the civic and political empowerment of the Asian Pacific American (APA) community through nonpartisan voter registration and education, community outreach, and leadership development.

Founded in 1993, CAUSE is comprised of committed professional, business, community and political leaders, and has established itself as a unique nonpartisan APA organization dedicated solely to APA civic and political participation. Based in the Greater Los Angeles area, CAUSE's influence reaches throughout the nation.

Position Overview

Under the direction of the Executive Director, the Administrative Assistant is responsible for providing key operational support to ensure a high standard of efficiency and effectiveness for the organization.

The ideal candidate has a basic understanding of the Asian Pacific American (APA) civic and political landscape. CAUSE seeks applicants who are dedicated to cultivating next generation leadership and should have capabilities to play a supporting role in the organization's programming efforts.

Primary Duties and Responsibilities

General Administration

- Manage and uphold fundamental office operations/procedures including: fielding calls, maintaining filing systems, and coordinating with vendors
- Conduct basic market and community research
- Maintain updated contact information for the organization's expansive network
- Provide programming support as deemed appropriate
- Schedule various meetings and travel arrangements
- Track office inventory and order supplies as needed

Social Media and Communications

- Update the organization's social media platforms: Facebook, Twitter, LinkedIn, Flickr, Instagram, YouTube, Vimeo, Google+
- Write and edit email blasts, organization newsletters, press releases, and other program-related documents

Management & Supervision

- Manage and train volunteers and office interns



Fundraising and Financial Support

- Basic bookkeeping and reconciling of financial documents/reports
- Draft solicitation letters and contribution letters

Desired Qualifications

- Must hold a Bachelor's degree
- High proficiency in Microsoft Office (Word, Excel, PowerPoint)
- High proficiency in Google Apps (Mail, Docs, Calendar, Drive)
- Must be able to multi-task and adhere to scheduled deadlines
- Ability to work both independently and in team settings
- Excellent organizational and planning skills
- Attention to detail
- Strong writing and verbal communication skills

Hours:

Part-Time, 24 Hours/Week

Salary

Salary is commensurate with experience.

Location

The position is based in Pasadena, CA.

TO APPLY:

Individuals interested in this position should submit a cover letter and resume to **Kim Yamasaki**, CAUSE Executive Director, at kim@causeusa.org.