



## **ADMINISTRATIVE ASSISTANT**

### *JOB DESCRIPTION*

#### **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 (50%)*

- Manage and uphold fundamental office operations/procedures including: fielding calls, maintaining filing systems, and coordinating with vendors
- Maintain updated contact information for the organization's expansive network
- Maintain a clean and organized work environment
- Schedule various meetings, meeting materials, and travel arrangements
- Track office inventory and order supplies as needed

##### *Management & Supervision (20%)*

- Manage and train volunteers and office interns
- Provide relevant professional development opportunities for volunteers and interns

##### *Programming (20%)*

- Conduct basic market and community research as relevant to CAUSE programming
- Ensure programming payments and revenues are sent and received
- Provide basic outreach support for volunteers, participants, vendors, etc.

##### *Fundraising and Financial Support (10%)*

- Basic bookkeeping and reconciling of financial documents/reports
- Draft solicitation letters and contribution letters
- Donation processing
- Maintain updated and accurate information for donor database
- Support with larger and ongoing fundraising projects



### **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 balance multiple project 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:**

Full Time

### **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](mailto:kim@causeusa.org).

### **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 outreach, training, and education as well as 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.

### **EQUAL EMPLOYMENT OPPORTUNITY**

CAUSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.