



CENTER FOR ASIAN AMERICANS
UNITED FOR SELF EMPOWERMENT

VACANCY ANNOUNCEMENT

The Center for Asian Americans United for Self Empowerment (CAUSE) seeks a highly qualified and dedicated Staff Assistant in our Pasadena, CA office.

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 political empowerment of the Asian Pacific American (APA) community through nonpartisan voter registration and education, community outreach, and leadership development.

The ideal candidate is committed to enhancing civic and political participation in the community, detail and deadline oriented, and must display a willingness to perform other tasks as assigned. Assist with day to day operations of organization including but not limited to administrative duties, event coordination, and communications.

Job Title: Staff Assistant

Position is full-time

Key Responsibilities:

- Provide administrative support in the office
- Answer and screen all incoming calls
- Provide outreach support for organization's programs and assist staff with event coordination
- Draft communication materials as needed
- Help maintain a clean and organized work environment

Qualifications:

- A minimum of 2 years of related work experience
- Outstanding verbal communication and interpersonal skills
- Ability to multi-task and prioritize responsibilities
- Discretion involving any correspondence

Proficiency:

- Microsoft Office (Word, Excel, Powerpoint)
- Google Apps (Mail, Docs, Calendar, Drive)
- Multi-line phone system, electronic fax, and copying/scanning systems

Salary is commensurate with experience.

Please send a resume and cover letter to kim@causeusa.org. For more information about CAUSE, please visit our website at www.causeusa.org.