

# California State Parks Foundation Job Description

<u>Title:</u> Program Assistant

**Reports to:** Program Coordinator, Park Champions

**Location:** Los Angeles, CA

The California State Parks Foundation (CSPF) is a nonprofit organization dedicated to protecting, enhancing and advocating for California's 280 state parks.

This part-time position is based out of CSPF's Los Angeles office. It consists of 22.5 hours a week, spread out evenly across 5 days, or as otherwise organized by mutual consent with the Program Coordinator.

The Program Assistant will handle basic reception duties, be the point of contact for guests/visitors, open and sort mail, process office and program invoices/check requests as well as assist the Program Coordinator with administrative duties for the Park Champions Volunteer Program.

One-third of the Program Assistant's time will be spent on general office management, while the other two-thirds of time will entail assisting with the Park Champions Program and numerous administrative tasks. To learn more about Park Champions please visit calparks.org/help/park-champions.

## **Responsibilities**

- Perform a variety of administrative duties: Answer and screen calls, typing reports and memos, taking meeting minutes, electronic and hard copy filing, distributing incoming mail and faxes, sending packages, making copies, etc.
- Ability to write clear, concise and accurate emails, memos and reports and edit correspondence for correct grammar, spelling and punctuation
- Establish and maintain working relationships with all members of the San Francisco and Sacramento teams
- Organize and prioritize work from multiple people in order to meet deadlines
- Update volunteer and event information in Salesforce database
- Manage monthly and yearly bills
- Assist with scheduling/coordinating appointments, events and meetings, arranging travel

- Manage office space by ensuring office equipment/furniture are in good working order and maintain appearance of office common areas. Order and maintain stock of office supplies
- · Perform other duties as assigned

# **Qualifications:**

- 2-3 years' experience working in a professional office
- General knowledge of office procedures, and office equipment
- Strong communication skills
- Proficient in Word, Excel, PowerPoint, Outlook. Salesforce knowledge helpful.
- Basic math and standard English grammar; must be able to proofread work for accuracy
- Experience working with diverse constituents
- Interest in volunteer management or environmental education
- Spanish speaking and writing skills helpful

#### **Compensation:**

Compensation package includes a competitive salary and benefits. The California State Parks Foundation is an Equal Opportunity Employer.

### To Apply:

Please send a cover letter and resume in a single PDF file to recruiting@calparks.org. Subject Line: Program Assistant.

No telephone calls please.