

The Position: Office Assistant
Reports to: Executive Director
Location: Sacramento, CA

The Position

Insure the Uninsured Project (ITUP) has an opening for a motivated and collaborative individual to join our Sacramento-based team. The ITUP Office Assistant functions to support the entire team and helps to ensure that all ITUP work products and convenings are professional, organized and top-quality. This position will be responsible for handling administrative tasks that ensure daily office operations run smoothly, including handling schedules, making travel arrangements, answering telephones, responding to emails, greeting visitors, maintaining office supplies, and troubleshooting technical issues. The Office Assistant provides support and works directly with the Executive Director as well as assisting all ITUP staff with administrative and program projects. The ideal candidate will be positive, motivated, organized, flexible and demonstrate effective communication skills.

ITUP staff wear multiple hats, given the size of the staff and budget, and the Office Assistant will be expected to collaborate and provide support for a variety of team activities in addition to assigned administrative functions.

About ITUP

ITUP is an independent 501(c)(3) nonprofit health policy institute that for more than two decades has offered expert analysis and facilitated convenings of California health care leaders on issues affecting health care and coverage in the state. The mission of ITUP is to promote innovative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research, and regional and state-level stakeholder convenings, to inform state health care policies and programs. ITUP maintains an active social media presence, posts regular blogs and disseminates research publications on timely health reform topics.

Responsibilities

- Manage calendar, appointments, and travel arrangements for Executive Director and staff
- Support successful meetings by working with staff on tracking registration and attendance, duplicating materials, arranging logistics, and providing onsite meeting support
- Take and transcribe meeting notes from internal and external meetings
- Proofread, format, post and track correspondence, communications, presentations, meeting notes and other documents
- Update and distribute multiple organizational lists, calendars, and schedules
- File and retrieve documents and reference materials
- Sort, process and distribute incoming mail and communications
- Order and track supplies and supply inventory
- Answer and manage incoming calls; greet visitors and accept deliveries
- Interact with board members, funders, and external stakeholders

Education and Experience

- High School Diploma required; associate or bachelor’s degree preferred
- **Minimum** of 2-3 years of professional experience providing administrative support in an office setting
- Must have strong computer skills, including experience and in-depth knowledge of MS Office, Mail Chimp, WordPress, and social media
- Basic understanding of office practices and procedures
- Experience working in a nonprofit organization or California legislative and public policy office preferred; Familiarity with legislative bill tracking or health policy a plus

Key Competencies and Attributes

- Attention to detail and consistent follow through
- Ability to communicate effectively, orally and in writing, including ability to learn and apply basic rules of grammar and ITUP-specific style rules
- Capacity to work independently as well as to actively collaborate in supporting team members
- Ability to operate commonly used office equipment and familiar software (e.g., phone equipment, copiers, email, web browsers, social media)
- Ability to multi-task, handle a heavy workload, follow directions and meet deadlines in a fast-paced environment
- Self-starter who anticipates and follows through with key tasks
- Ability to complete projects and assignments with minimal supervision
- Punctual, dependable, and responsible
- Sound judgment and decision-making ability; Confidentiality
- A passion for the ITUP mission
- Flexibility and adaptability
- Sense of humor

Compensation

ITUP offers a competitive package of employee benefits, including health, dental and vision care and a retirement plan. ITUP pays for parking or mass transit. Salary commensurate with experience: \$35,000-\$40,000.

How to Apply

To apply, please send a cover letter and resume to jobs@itup.org with “ITUP Office Assistant” as the subject line of the email.

ITUP is an equal opportunity employer strongly committed to building a staff that represents the diversity of communities in California