

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

**The Position**

Insure the Uninsured Project (ITUP) is looking for an Office Assistant to join our Sacramento-based team. This position provides administrative support and assistance to the Executive Director, Office Manager and staff of ITUP. The ideal candidate will be positive, motivated, organized, flexible and demonstrate effective communication skills.

The ITUP Office Assistant will wear multiple hats. The organization and budget are such that we do not have specialized staff, making this position responsible for a variety of administrative and staff support functions.

**About ITUP**

Insure the Uninsured Project (ITUP) is a nonprofit, 501(c)(3) organization, founded in 1996, and currently located in Sacramento, California. ITUP's mission 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 broad-based stakeholder convenings on health topics, acting as an honest broker among diverse health care leaders in the state. To assist with implementation of health reform in California, ITUP hosts an annual statewide conference in Sacramento and facilitates regional and statewide workgroups on topics affecting health and health care in the state. The work of ITUP is more important than ever as the shifting federal health reform landscape poses new and potentially daunting challenges to California's progress reducing the uninsured and improving the health delivery system.

ITUP is located in downtown Sacramento close to the State Capitol and the epicenter of California health care policy, with a staff size of 7-9 depending on the number of student interns at any point in time. ITUP is led by a distinguished nine-member Board of Directors and has an annual operating budget of approximately \$1 million. ITUP is primarily funded by grants from foundations and nonprofit organizations including the following core funders: The California Wellness Foundation, The California Endowment, Blue Shield of California Foundation, California Community Foundation, L.A. Care Health Plan, the California Health Care Foundation, and Kaiser Permanente.

**Tasks and Responsibilities**

- Coordinate calendar, appointments, and travel arrangements for ITUP staff
- Support successful meetings by working with the Office Manager and staff on tracking registration and attendance, duplicating materials, arranging logistics, and providing onsite meeting support
- Proofread, format and post correspondence, communications, presentations and other documents
- Update and distribute multiple organizational lists, calendars, and schedules
- File and retrieve documents and reference materials
- Take and transcribe meeting notes from internal and external meetings
- 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**

- Bachelor's degree preferred
- One-three years of experience providing administrative support required
- Proficient computer skills and knowledge of MS Office Suite, Mail Chimp, social media and the Internet
- Basic understanding of office practices and procedures
- Experience working in a nonprofit organization and/or California legislative and public policy office desirable. Familiarity with legislative bill tracking and/or health policy a plus.

## **Key Competencies**

- Ability to communicate effectively, orally and in writing
- Ability to operate commonly used office equipment and familiar software (e.g., phone equipment, copiers, email, web browsers, social media)
- Attention to detail and consistent follow through
- Ability to multi-task, handle a heavy workload, follow directions and meet deadlines in a fast-paced environment

## **Attributes**

- Punctual, dependable, and responsible
- Sound judgment and decision-making ability; Confidentiality
- Capacity to work independently as well as to demonstrate a collaborative team spirit
- A passion for the ITUP mission
- Flexibility and adaptability
- Sense of humor

## **Compensation**

The salary range for this position is \$3,000-\$3,500 per month, depending on experience. ITUP offers a competitive package of employee and dependent benefits, including health, dental and vision care and a retirement plan. Send resume and brief cover letter to [jobs@itup.org](mailto:jobs@itup.org).

**ITUP is an equal opportunity employer**