



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Administrative Assistant (Open)
(CDBG/EYC Program)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING PAY: \$22.60 – \$23.75 per hour
DOE
CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Administrative Assistant shall be responsible for providing administrative and clerical support to the CDBG/EYC Program Coordinator and CIMC Executive Director. Shall perform administrative duties assisting the CDBG/EYC Program Coordinator with program implementation and operation. Shall be responsible for providing administrative support for training sessions, workshops and meetings, including coordinating logistics and materials, making travel arrangements, and providing on-site support. Shall perform duties consisting of data entry, word processing, filing, recordkeeping, mailing, and copying.

REQUIREMENTS: Three (3) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities; or two (2) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities with one (1) year post-secondary education or training in the secretarial or business field.

KNOWLEDGE OF: Office administration, procedures and practices; Business English, usage in spelling, grammar, punctuation, and vocabulary; advance word processing, spreadsheet, and presentation software techniques; Microsoft Office programs.

ABILITY TO: Coordinate meetings and training sessions; organize and maintain complex files and records, including electronic records; write routine business correspondence; present information effectively and respond to questions from staff, vendors, and the general public; communicate effectively both verbally and in writing; work with the public and provide quality customer service; apply common sense understanding to carry out complex instructions; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheets, desktop publishing, and database programs; flexible, work independently and under pressure of time constraints; travel on a regular basis.

OTHER QUALIFICATIONS: Strong analytical, problem-solving, basic math and time management skills. Good decision-making ability and attention to detail. A valid California driver's license, good driving record, own transportation, and adequate insurance.

GENERAL INFORMATION:

CIMC Applications are available at www.cimcinc.org. CIMC offers a competitive benefits package.

Attention to: Jovelle Schuyler, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, *et seq.*) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.