

Position: Administrative Assistant

Reports To: Old Sacramento Waterfront District Operations Manager

Functions: This position is responsible for keeping the Old Sacramento Waterfront office and staff members organized. The individual's primary duty is to provide administrative support and project management to the Old Sacramento Waterfront District Office. Including, but not limited to reception, meetings management, contract administration, events support, activations, promotions and marketing efforts. The ideal candidate is highly motivated and reliable with outstanding customer service skills and a passion for seeing Downtown Sacramento continue to flourish.

Duties Include, But Are Not Limited To:

Office Duties:

- Assisting visitors and callers by answering questions, providing published literature, or directing them to the appropriate staff members or departments.
- Monitor and maintain supplies and place orders as needed.
- Prepare office for meetings and maintain as neat and orderly.
- Maintain office equipment usability (refill paper in printer, copier and fax machines, call for maintenance when needed).
- Interface with main office on IT, accounting and HR, as needed.

Administrative Assistance:

- Provide administrative assistance to district staff members.
- Maintain calendar for meetings, schedule meetings; prepare documents, refreshments, and AV for meetings; maintain project books as needed.
- Manage the invoices to be paid and invoice request system with main office.
- Monitor various OSW databases, as requested (i.e. available property listings, merchants, owners, and points of contact, overnight security logs, 311 maintenance request logs, etc.)
- Maintain petty cash logs.
- Record formal minutes at OSAC meetings and others, as requested.
- Support tracking and implementation of deliverables associated with sponsorships, grants, contracts, and MOU's associated with the OSW office.
- Send out regular information to stakeholder groups, event and meeting announcements.

Project & Events Assistant Responsibilities:

- Manage website data to ensure accurate information related to events and businesses. Including, proofing event submissions for relevancy and regularly reviewing businesses listing for accuracy.
- Update/edit, maintain, monitor, develop, create events on Sacramento365 and district event master calendar.
- Manage content submission for monthly event posters
- Manage the parking validation program for merchants.

- Distribute flyers / monthly calendars / event posters to the businesses and kiosks.
- Assist in pre-production and onsite at events as needed.
- Support merchant and partner outreach, as directed.
- Serve as an ambassador for the Downtown Partnership in all interactions with stakeholders, merchants, community partners and guests to the district.

Qualifications:

- Passion for downtown Sacramento
- Organized and detailed oriented with excellent communication skills (written and verbal)
- Entrepreneurial attitude and ability to think outside the box in a fast-paced environment
- Adept at handling many assignments simultaneously
- Experience engaging with media, online communities and social media influencers with a clear understanding of Sacramento's media landscape
- Experience in Microsoft Office and iOS environments
- Familiarity with WordPress, MailChimp, Drupal and/or Adobe Creative Suite (preferred)

Compensation:

- Competitive salary, commensurate with experience
- Bonus eligibility
- Generous paid time off
- Excellent benefits including health, dental, vision, life and identity theft insurance
- 401k retirement plan with employer matching
- Parking, gym membership and more