

**Position:** Old Sacramento Waterfront Administrative Assistant

**Reports To:** Old Sacramento Waterfront District 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.

**Part-time and Full-time option available.**

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### **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, 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 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.

## **COMPENSATION**

- Competitive salary, commensurate with experience.
- 401k retirement plan with employer matching.
- Parking, on-site fitness center membership
- Full-time employees enjoy generous paid time off.
- Full-time employees are eligible for benefits including health, dental, vision, life and identity theft insurance.

**To apply, email [HR@downtownsa.org](mailto:HR@downtownsa.org) by 5 p.m. on May 24 with cover letter and résumé. Include start date availability.**