



Position: **Old Sacramento Waterfront  
Office Assistant**

Reports To: Old Sacramento Waterfront District Manager

Functions: This dynamic full-time position is responsible for keeping the Old Sacramento Waterfront office and staff members organized, supporting stakeholder outreach and district requests. The individual's primary role will be to provide administrative support to the Old Sacramento Waterfront District Office. We are looking for a highly reliable, professional and flexible candidate who will be a strong ambassador for the Old Sacramento Waterfront, with outstanding customer service skills and a passion for seeing Downtown Sacramento flourish.

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Duties Include, But Are Not Limited To:

**Office Duties:**

- Serve as a hub of information for stakeholders and customers, provide published literature, and direct inquires to the appropriate resources, staff members or departments.
- Answer, screen and refer calls and inquiries to appropriate party.
- Maintain organization and neatness of the office.
- Monitor and maintain supplies of distribution materials (i.e., OSW information folders, reception area brochures, etc.) and place orders as needed.
- Prepare office for meetings
- Maintain office equipment usability (refill paper in printer, copier, call for maintenance when needed).
- Manage the parking validation program for Old Sacramento Waterfront merchants.

**Administrative Assistance:**

- Provide administrative assistance to District Manager and other staff members as directed: Maintain calendar and schedule meetings; prepare documents for meetings; maintain project books as needed.
- Manage the invoices to be paid and invoice request system with main office
- Maintain and update Old Sacramento merchants, property owners and residents' databases.
- Draft newsletters and emails to stakeholder groups when needed as directed
- Manage and maintain OldSacramento.com website as directed
- Maintain Old Sacramento events calendar
- Take minutes at OSAC quarterly meetings; prepare and distribute final copies of all minutes; maintain records.
- Work with Communications Team on social media ideas and implementation for Old Sacramento Waterfront.
- Identify and research sponsorship and grant funding opportunities. Draft and track grant applications and sponsorship agreements

**Requirements:**

- Passion for Old Sacramento Waterfront and small businesses.

- Excellent written and verbal communication skills.
- Proficient Microsoft Office Suite.
- Experience with WordPress, CRM software, Asana project management, Slack, Adobe Creative Suite. (Preferred)
- Detail-oriented, highly organized, and proactive.
- Ability to prioritize and thrive in a fast-paced environment

**Compensation:**

- \$20 to \$22.50/hr. commensurate with experience.
- Full time, non-exempt hourly, benefits-eligible position.
- Generous paid time off.
- Excellent benefits include health, dental, life, vision, and identity theft insurance.
- 401k retirement plan with employer matching.
- Employer-paid parking

**To apply, use the LinkedIn application link or email [hr@downtownsac.org](mailto:hr@downtownsac.org) with cover letter and résumé. Include start date availability.**