



Position: Public Space Services Assistant

Reports to: Public Space Services Director

Function: The Public Space Services Assistant's primary duty will be to provide administrative support to the Public Space Services Director and the greater Public Space Services Team. This position will also act as a liaison between the organization and stakeholders and be responsible for following up with stakeholders regarding concerns related to the public realm.

Key responsibilities include, but are not limited to:

ADMINISTRATION:

- Responsible for sending stakeholders updates on PSS Team work performed.
- Provides coordination of the administrative functions for the department.
- Assists with grant and contract tracking for Director.
- Drafts agendas for department meetings.
- Sends internal Monthly PSS Newsletter.

COORDINATOR:

- Assists with timekeeping and scheduling for staff of up to 35 employees.
- Schedules both internal and external service requests needed from our PSS Staff via emails and project management software.
- Dispatching live (sometimes urgent) service calls and requests from stakeholders to different Public Space Service Team
- Maintains records and keeps supplies, equipment, and uniform inventory organized.

REQUIREMENTS:

- Excellent Communication skills, specifically strong written and verbal communication.
- At least intermediate knowledge of Microsoft Word and Excel and basic knowledge of Office programs, including Outlook email and calendaring
- Ability to work independently with minimal supervision.
- Experience working in a dynamic, fast paced work environment, with the ability to multi-task and prioritize projects.
- Understands importance of confidentiality.

COMPENSATION:

- \$20/hr. to \$25/hr., commensurate with experience. (Non-exempt, hourly position)
- Generous paid time off.
- Excellent benefits include health, dental, vision, life, and identity theft insurance.
- Employee Assistance Program at no cost to employee.
- 401k retirement plan with employer matching; up to 5%.
- Parking, on-site fitness center access, and more.

To apply, submit cover letter and résumé to hr@downtownsac.org



**** This position is in-person, and all applicants must be prepared to work daily in the central office located in downtown Sacramento, CA ****