



1231 N Spring St., Suite C-102 ♦ Los Angeles CA 90012 ♦ TEL (323) 463-3171 ♦ FAX (323) 463-1062 ♦ www.seela.org

EMPLOYMENT OPPORTUNITY

TITLE:	Program Administrative Assistant – <i>Pompea Smith Good Cooking/Buena Cocina Program</i>
STATUS:	Full-Time 40 hours/ week, Non-Exempt
COMPENSATION:	\$20/hr starting (\$20- \$22.00/hr pay range)
PERIOD:	Through the end of September 2024
REPORTS TO:	Program Coordinator, CalFresh Healthy Living Program

About SEE-LA

Founded in 1996, Sustainable Economic Enterprises of Los Angeles (SEE-LA) is a leading Southern California nonprofit organization, connecting people to healthy food, promoting economic development, and building sustainable food systems. We operate the largest network of mission-driven farmers' markets in Los Angeles as well as programs that provide nutrition education, food access, and opportunities for small regional farms and local food businesses to thrive.

Our programs include:

- Operating a network of seven community-based certified farmers' markets in Los Angeles.
- Piloting and championing programs that stretch public nutrition benefits for the purchase of fresh, nutrient-rich food.
- Providing extensive nutrition education programs to low-income families and to children in underserved schools.

Position Summary

SEE-LA is currently seeking a highly organized and self-driven Program Administrative Assistant to support its highly acclaimed *Pompea Smith Good Cooking/Buena Cocina Nutrition Education Program*. SEE-LA has contracted with the Los Angeles County Department of Public Health's (LACDPH) CalFresh Healthy Living program to offer nutrition education and physical activity classes for low-income, SNAP- eligible individuals and families within the Los Angeles project service area. As part of SEE-LA's nutrition education team, the Program Administrative Assistant will play a vital role in providing operational support to achieve the CalFresh Healthy Living program objectives.

The CalFresh Healthy Living program is a grant funded position and as such is time limited and funded through the end of September 2024. There is a possibility of extension if additional grant funding is secured. The position is a hybrid 95% remote and 5% in-person role. The position will require in-person attendance for scheduled meetings or assigned days at SEE-LA's main office. The majority of work can be done via telecommuting with some necessary in-office time depending on the task requirements such as attendance for scheduled meetings or inventory reviews at SEE-LA's main office.

The ideal candidate thrives in a fast-paced environment, enjoys juggling a variety of organizational and communications tasks, and gains fulfillment from keeping operations running efficiently to achieve program success.

QUALIFICATIONS

- Reliable, self-driven, and ability to follow clear directives with minimal supervision
- A minimum of 1 year of administrative or assistant experience
- Excellent time management skills and ability to prioritize multiple tasks effectively
- Proactive problem-solving skills
- Exceptional written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Excel, Office 365 and SharePoint cloud platform
- Comfortable working collaboratively in a team setting with diverse groups of people and engaging families in an interactive class setting
- Ability to communicate in a professional manner consistently and dependably via E-mail and phone
- Ability to operate within tight deadlines and produce exemplary work with high level of attention to detail
- High school diploma or equivalent; college degree or advanced certifications preferred
- Bilingual English/ Spanish **desirable**

RESPONSIBILITIES

- Become fully versed in CalFresh project goals, objectives, activities, and expected outcomes
- Organize and schedule meetings and appointments
- Maintain participant contact lists
- Assist in the preparation of regularly scheduled reports
- Develop, update, and maintain paper and cloud-based filing system
- Develop and update administrative systems to make them more efficient
- Inventory and supply management. Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Work with SEE-LA's fiscal coordinator and accountant team to prepare and monitor monthly invoices
- Input and maintain required grant reporting data utilizing designated reporting database
- Ensure operation of program and staff equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and technical needs
- Handle sensitive information in a confidential manner
- Photocopy and print out documents on behalf of other colleagues
- Take meeting minutes, prepare memos or other correspondence, provide general support to CalFresh staff, provide information by answering questions and requests, and answering and directing program calls
- As needed, support in research and creation of presentations

Compensation & Benefits

- Market competitive salary, dependent on experience
- Employer-covered Health, Dental, and Vision Insurance Coverage upon completion of 90-day probationary period
- 160 hrs Paid Time Off / year for first two years (increases year 3) plus 14.5 Holidays
- Employee Assistance Program
- Option for 403b Retirement Plan

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment. They also will moderately engage in bending, lifting, pushing, pulling, twisting, and hauling/ lifting up to 25 pounds 1-2 times monthly. Work will take place indoors.

May perform related duties as assigned by management.

SEE-LA is an Equal Opportunity Employer.

Disclaimer: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Application Instructions:

Please submit cover letter and resume via email to:

E-mail: alexis@see-la.org (Subject Line: SEE-LA Program Administrative Assistant-Good Cooking)

SEE-LA makes hiring decisions without regard to gender, race, color, religion, gender, gender orientation, identity, or expression, national origin, age, veteran status, disability, or any other protected class and is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented.