



JOB ANNOUNCEMENT
Program Assistant- Event Support

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and childcare providers throughout California. The Network works with 69 local child care resource and referral (R&R) programs, throughout California, to inform parents and the public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels. The Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality childcare system that supports the diversity of families and children in every community in California.

For more information about the Network, please view the website at <http://www.rnetwork.org>.

SUMMARY Program Assistant
37.5 hours/week (1 FTE)/Monday-Friday 9-5, Non-Exempt
\$33,000 - 38,000 1 FTE
Excellent benefits (health/dental insurance, paid vacation/sick)
Awarded the Healthy Mothers Workplace Award for Excellence in Maternal Health & Equity

LOCATION: San Francisco

APPLICATION DEADLINE: Open until filled

DESCRIPTION: The Program Assistant will work as part of the Provider Services team, supporting the CA Child Care Initiative Project, Trauma-Informed Care Training & Coaching, and Family, Friend, and Neighbor projects. Responsibilities will primarily be directed towards: event support (70%) and administrative duties (30%).

JOB RESPONSIBILITIES

- Work closely with the Training and Events Coordinator to support event coordination, preparation, and follow-up for in-person trainings, events, and webinars; including: researching facilities, online registration, catering, overnight accommodations, meeting space set-up, general facility information (e.g., directions, parking), and training/event admissions.
- Organize, inventory, and order supplies and materials for trainings and events
- Work with Provider Services team to compile and copy materials for events and trainings
- Create name tags and sign-in sheets
- Create, disseminate, and process online forms, evaluations, and surveys
- Data entry; input trainings and client data into the California Early Care Education Workforce Registry
- Support staff with webinars including providing webinar technical assistance

- Communicate with clients via telephone, mail, email, and newsletters
- Design and format newsletters, publications, and other documents
- Process, track, and file invoices, reimbursements, and check request
- Assist with staff accommodations and travel arrangements
- Support the coordination of team meetings and committees
- Update client contact information
- Track TA and training participation and submit monthly reports to Project Manager(s)
- Assist with the maintenance of the Provider Services web pages
- Participate in conference calls, webinars, and in-person meetings and events with Network colleagues and local CCR&R staff
- Build positive workplace relationships and work as a collaborative and reliable team member of the Provider Services Team, which includes out-posted staff members in different parts of the state
- Perform administrative tasks including filing, word processing, and resource management
- Other duties, as assigned

QUALIFICATIONS NEEDED:

- Associate's **degree** with a focus on hospitality or event planning, preferred
- At least two years of administrative experience
- Ability to follow instructions and effectively manage multiple tasks and priorities
- Must be detail oriented
- Ability to work well independently and collaboratively as a reliable team member
- Strong written and verbal communication skills
- Demonstrate time-management, organization, accuracy, and follow-through skills
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities
- Familiarity with Microsoft Office Suite, Adobe Acrobat and InDesign, GoToWebinar, RSVPBook, MailChimp, Survey Monkey, and JotForm, a plus.
- Ability to be flexible, resourceful, innovative, and adapt to the changing needs of the program, department, and agency.
- Bilingual Spanish or Chinese/English language competence (oral and written fluency), preferred
- **Valid California driver's license and clean DMV record**
- Ability to travel within California (approximately 10%)
- Capacity to lift 25lbs

APPLICATION PROCESS: E-mail a cover letter and resume to Rita Edmunds at redmunds@rrnetwork.org. Candidates invited to interview will be required to complete a Network Application available at <https://rrnetwork.org/about/careers>.

The California Child Care Resource and Referral Network is an equal opportunity, affirmative action employer.