



Job Posting Administrative Coordinator

California WIC Association (CWA) is seeking a new team member to serve as the Administrative Coordinator.

About CWA: We are a mission-driven, non-profit organization that supports the 84 California local agencies providing services and benefits of the Special Nutrition Program for Women, Infants, and Children (WIC), a program of the United States Dept. of Agriculture (USDA). The 84 local agencies work under the direction of the California Department of Public Health. As a state WIC association, CWA supports the success and health of young families by working on behalf of the WIC local agencies. Our work includes issues education and advocacy, employee professional development, and communications. We have five permanent staff and ten consultants and work on projects with many local, state, and national partners. Learn more about CWA at www.calwic.org

We are looking for someone interested in the well-being of all families in California to be a member of our team. This position provides a sense of accomplishment by supporting the California WIC program through our state association initiatives. You will get to know hundreds of WIC staff and public health partners across California through CWA's working partnerships. Your day will be busy and include a variety of tasks. You will work with our small but mighty team where we value a proactive approach to your work, team support, and laughter.

What you will do:

Work closely with the Administrator, your supervisor.

Manage multiple tasks and responsibilities in an occasionally fast-paced office.

Use all Microsoft applications for a variety of daily job responsibilities, including Word, Excel, and Outlook.

Use Zoom, online registration and conference platforms, update Word Press website pages, Constant Contact, and manage and utilize other programs and applications as needed.

Assist with social media posts, email blasts, and e-newsletters.

Answer or direct phone calls, emails, and mail delivery.

Assist in managing invoices, payments, bills, and financial tasks.

Assist in processing continuing education units for attendees at conferences and events.

Perform tasks such as setting up Zoom meetings and sending calendar invites, setting up registration for in-person and online events, and assembling and disseminating materials for CWA events.

What we will expect from you:

Having at least two years of comparable experience in office administration, coordination, or management.

Ensuring that the CWA office, located in West Sacramento, runs smoothly and efficiently. This is an onsite position. We are flexible and family-oriented, but this position requires physical presence in the office with some flexibility for hybrid work when necessary.

Managing interactions with all levels of staff, organizations, and vendors with effective verbal and written skills.

Planning, organizing, and implementing your work responsibilities in a timely fashion.

Being able to take the initiative when you see that something needs to be done.

Providing customer service that is professional, patient, and people-first.

Engaging in team-based projects and problem-solving; willingness to assist with urgent projects as needed.

Have the flexibility and willingness to adapt with project and workload shifts, and work evenings or weekends during Spring and Fall conferences, with travel within the state, when in-person events are planned.

Why you will like working for us:

- **Teamwork and individual initiative are valued.** Your ideas, experiences, and opinions are respected and encouraged.
- **We value the professional development of employees** with support for ongoing learning and skills development.
- **We care about your financial, physical, and mental health.** We provide competitive salaries and benefits. For this position, the salary range is \$20/hour - \$24/hour commensurate with experience and qualifications. Benefits include medical, dental and vision care, vacation and sick time, paid holidays, a 403B plan with a 5% retirement employer contribution, cell phone stipend, and self-care reimbursement.
- **We value diversity and inclusion.** CWA is an equal opportunity employer and highly values a diverse and inclusive workplace that reflects the diversity of California.

TO APPLY: Please email your resume with 3 references and cover letter to Lena Workman (lworkman@calwic.org), California WIC Association, by January 31, 2023. We will screen applicants as we receive submissions, and reserve the ability to extend the deadline if needed.