



Job Description

Position:	Executive & Program Assistant
Reports to:	Director of Programs and Evaluation
Location:	Presidio National Park, San Francisco
FTE:	80% FTE
Status:	Salaried, Exempt
Deadline to apply:	January 11, 2016

Organization's Description:

The California Consortium for Urban Indian Health (CCUIH) supports health promotion and access for American Indians living in cities throughout California. Established in 2006, CCUIH is a nonprofit 501(c)(3) statewide alliance of Urban Indian health organizations and substance abuse treatment facilities collectively referred to as UIHOs. By blending the leadership and experience of our consortium members with shared resource development, and by combining applied research with educational and policy advocacy efforts, CCUIH offers innovative strategies to support the health and wellness needs of the Urban Indian community in California.

Position Summary:

CCUIH is seeking a highly effective and organized Executive & Program Assistant to provide administrative and programmatic support for our small nonprofit organization. This person will serve in both executive assistant and program support roles. This position is 80% FTE (four days a week). The salary for this position will be \$30,000 to \$35,000, commensurate with experience.

Job Duties:

- Maintain and update administrative materials and processes
- Prepare and edit correspondence, communications, presentations and other documents
- Maintain office supplies and general needs of the office
- Schedule/calendar management and coordinating travel arrangements
- Expense reporting
- Assist with meeting and event preparation
- Update website content and maintain back ups
- Post content on social media accounts
- Support programs through activities such as data entry and research tasks
- Perform other duties required by supervisor

Qualifications:

- College degree or equivalent experience
- Two or more years of administrative experience with a nonprofit
- Experience working with American Indian communities
- Must be highly organized and possess high attention to detail
- Computer savvy (Macintosh operating system, Microsoft Office)
- Excellent written and verbal communication skills
- Preferred but not required: Experience maintaining web and social media content

Application Process:

Please send a resume and cover letter to Sabine Talaugon at sabine@ccuih.org.



California Consortium for Urban Indian Health

CCUIH Strengthening The Organizations That Strengthen Our Communities

Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.