



Administrative Assistant

Position Overview:

We are seeking a skilled and dedicated Administrative Assistant to join the CRA team. As an Administrative Assistant, you will play a vital role in supporting the operations of CRA, facilitating efficient communication, managing administrative tasks, and contributing to the success of CRA members and the California retail industry initiatives.

Key Responsibilities:

- Member Support:
 - Serve as the initial point of contact for CRA members, providing assistance, information, and responding to inquiries.
 - Assist in membership enrollment, renewal processes, and maintaining accurate membership records.
- Communication and Correspondence:
 - Manage incoming communications, including emails, calls, and messages, forwarding them to the appropriate team member.
 - Assist in drafting and proofreading correspondence, newsletters, and announcements.
- Meeting and Event Coordination:
 - Coordinate logistics for CRA meetings, conferences, and events, including venue bookings, catering, audio-visual setup, and materials preparation.
 - Maintain event calendars and assist in sending invitations, tracking RSVPs, and managing attendee lists.
 - Coordinate logistics for legislative visits and coalition meetings.
- Document Management:
 - Organize and maintain documents, contracts, policies, and meeting minutes, ensuring easy accessibility for CRA members and staff.
 - Prepare and distribute agendas, presentations, and other materials for meetings.
- Administrative Support:
 - Manage scheduling for CRA executive, board and committee meetings, including arranging conference calls and video conferences.
 - Assist in preparing expense reports, processing invoices, and managing office supplies inventory.
- Advocacy and Outreach:
 - Assist in advocacy initiatives by compiling research, data, and resources to support the association's policy positions.
 - Collaborate with CRA team and other stakeholders to execute outreach campaigns and industry awareness programs.
- Special Projects:
 - Support various projects and initiatives aimed at advancing the goals of CRA.
 - Conduct research, gather information, and provide administrative assistance as needed.

Qualifications and Skills:

- High school diploma or equivalent; additional education or relevant certifications are a plus.
- Proven experience in administrative support roles, preferably within a trade association, nonprofit, or similar organization.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and database management.
- Strong communication skills, both written and verbal.
- Excellent organizational abilities with an attention to detail.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Professional demeanor, customer-oriented attitude, and the ability to interact effectively with association members.
- Discretion and integrity in handling confidential information.
- Familiarity with legislative and regulatory terminology and trade association operations is advantageous.

Compensation:

- Range: \$50,000 – \$60,000, based on experience
- Performance Incentives
- Medical, Dental, HSA
- Retirement match
- Parking
- Flex and hybrid work schedule
- Paid vacation, sick leave, and holidays

Join the California Retailers Association team and become a key contributor to our mission of fostering collaboration, knowledge-sharing, and growth within the industry. As an Administrative Assistant, you will have the opportunity to support our members and initiatives that shape the future of the retail industry in California. Apply now and be part of a dynamic team driving positive change.

Please send cover letter and resume to: cra@calretailers.com

The California Retailers Association is an equal opportunity employer. We value diversity and inclusion and are committed to creating a welcoming environment for all employees and members.