



**JOB DESCRIPTION**  
**SENIOR ADMINISTRATIVE ASSISTANT**

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**Reports to:** Chief Operating Officer

**Classification:** Full Time, Non-Exempt

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**About CalPACE:** CalPACE is a 501 (c) (6) nonprofit organization headquartered in Sacramento, CA, and advances the efforts of Programs of All-inclusive Care for the Elderly (PACE) in California. CalPACE provides leadership, advocacy, education, and support for the growth, innovation, quality, and success of the PACE model of care.

**Purpose of Position:** Provide administrative support to Association and assigned staff or departments to ensure effective and efficient operations.

**Primary Responsibilities:**

- Provide administrative and office support to CEO and COO.
- Provide administrative support to membership engagement efforts.
- Support both in-person and virtual meetings, including Board of Directors meetings, by developing and sending agendas, tracking attendance, taking notes and minutes, sending follow-up communication, preparing PowerPoint presentations, and managing virtual and in-person meeting spaces as needed.
- Maintain contact and distribution lists, rosters, meeting calendar, and various spreadsheets.
- Be able to navigate, use, and make changes on CalPACE's website.
- Collect, analyze, and share data metrics.
- Receive and respond to general inbound calls and emails from members and the public.

**Skills and Abilities Required:**

1. Schedule meetings and appointments.
2. Assist with organizational tasks including operations and administrative support.
3. Proficiency in Microsoft Office, web-based applications and platforms, and virtual collaboration and meeting tools.
4. Demonstrates exceptional attention to detail and accuracy as well as excellent attendance, time management, organization, and problem-solving ability.
5. Effective interpersonal and professional skills when engaging with Association membership and Board of Directors, vendors, and partners.

**Additional Responsibilities:**

1. Attends and participates in required Association meetings.
2. Reports regularly to supervisor.
3. Participates in CalPACE events.
4. Travel for conferences, meetings, or events by air and ground transportation.
5. Other duties as assigned.

**Education and Experience:**

High School diploma and a minimum of three years administrative support experience required. Experience with member-driven associations or nonprofit organizations is preferred. Knowledge of PowerPoint, Word, Excel required. Knowledge of One Drive, QuickBooks, Canva, Zoom a plus.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Operates a computer and other office productivity equipment.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching.
- Sitting or standing for extended periods of time.
- Lifting objects up to 30 pounds.
- Close vision and ability to adjust focus.

**Work Environment:**

- Noise level is generally light, but at times can be noisy.
- Meetings conducted in a virtual or in-person setting.
- Indoor varying temperature.
- Employee must have available transportation and be able to commute into office.

**Hybrid Expectation:**

Due to network security and hybrid work this position requires the employee to have a cell phone with a data plan and home internet service, both are reimbursed at a set rate each month. All hires are required to maintain residence in California. This is a hybrid position with employees occasionally coming into the office in downtown Sacramento.

**Benefits:**

- Base salary range: \$58,000 - \$65,000 annually
- Health, dental, vision, and life insurance
- Personal Time Off (PTO) beginning with 13 days per year with incremental increases to a maximum of 23 days per year
- 15 Paid Holidays
- Telecommuting
- 401(k) matching

**How to Apply:**

Apply online: <https://calpace.applytojob.com/apply/eQi1xJPcqw/Senior-Administrative-Assistant-Hybrid>

CalPACE is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.