TECH/ADMIN SUPPORT JOB DESCRIPTION

The California Center for Cooperative Development is a non-profit dedicated to promoting cooperative businesses: www.cccd.coop. CCCD helps people realize opportunities by working together through cooperative enterprises. We are mission-driven and seek a Tech/Admin Support person to join our team.

The Tech-Admin Support (TAS) position is responsible for maintaining and managing CCCD's social media and database systems and providing administrative and tech support to staff. Under the direction of the Executive Director the TAS will work with staff and student interns in providing education and information about cooperatives and CCCD's programs via our website, e-marketing software, other social media and post mailings, and maintain records of outcomes. The TAS will manage CCCD's database and assist staff in utilizing it for programs and events. The TAS will maintain CCCD's computers, equipment and software.

COMPENSATION: The part-time position is for 20 hours per week and pays $14-$16 per hour. It also includes paid holidays, vacation & sick leave.

EDUCATION: Associate's Degree and at least 3 years related experience or Bachelor's degree in a field related to the responsibilities of the position.

REQUIREMENTS:
- Knowledge and experience with website management, development and coding
- Extensive computer hardware and software experience
- Experience and comfort with computer and web-based communications
- Database management experience
- Aptitude and experience with MS Excel formulas, tables, graphs, and data sharing
- Detail oriented with strong organizational skills
- Ability and comfort with juggling multiple assignments in a sometimes fast-paced environment
- Organized and able to set priorities, meet deadlines, and creatively problem solve issues
- Ability to professionally communicate verbally and in writing with co-workers & the public at all levels
- Commitment to the mission of CCCD

SPECIFIC DUTIES
Database, Calendar, Records and Outcome Management
1) Maintain up-to-date database of Center contacts in FileMaker and Constant Contact and use information to assist in mailings and postings.
2) Maintain Accurate Work Calendar and Grant Compliance- including management of reporting and implementation schedules from multiple grant sources; review timelines of various grant requests and support program staff in meeting requirements.
3) Manage and maintain records of email inquiries and support prompt responses from program staff
4) Prepare outcome reports of website use, email and telephone inquiries
5) Manage event logistics and registrations

Technology/Social Media
1) Maintain CCCD website
   - Create and maintain event pages and updates using content provided by program staff
   - Include regular posts using information provided by program staff
2) Maintain CCCD's social media outreach and online presence
   - Use content provided by staff for e-marketing messages (Constant Contact)
   - Manage Facebook and related postings with assistance from student intern
3) Assure that computers, printers, scanner, and other office equipment are maintained and ready for staff use. Assist in troubleshooting when possible.
4) Maintain inventory of office equipment and supplies and work with office manager to assure proper supply
5) Ensure proper backup of Center electronic files

Outreach and Communications
1) Post internship announcements, manage student intern applications, and maintain intern work schedule
2) Coordinate Bulk and related Mailings
3) Manage non-profit membership/donation program —including maintaining records and assuring prompt acknowledgement

Other Duties as Assigned

HOW TO APPLY:
Submit resume and CCCD application via EMAIL to: info@cccd.coop
NO PHONE CALLS PLEASE

California Center for Cooperative Development is an Equal Opportunity Employer