



**CalDesal Invites Resumes for the Position of**  
**Administrative Assistant**  
**Part time - 20 hours per week**

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**THE POSITION**

CalDesal is seeking an Administrative Assistant to work for the Executive Director located in Sacramento. This position requires the use of tact, judgment, and situational reasoning to respond to a variety of requests. The candidate must have excellent organizational skills and attention to detail, as well as the ability to work in a fast-paced, changing environment performing a full range of office support.

**ABOUT CALDESAL**

Formed in March 2010, CalDesal's objective is to be an advocate for desalination and salinity management in California. The focus of the organization is to advocate at the state and local legislative, and regulatory, levels to help California create a more institutionally friendly environment for desalination and salinity management. CalDesal is a 501(c)6 non-profit corporation.

**SAMPLE OF DUTIES:**

- Types, word processes, edits and proofreads a variety of documents and forms including general correspondence, reports, forms, agendas, resolutions, and other materials from rough draft or written and oral instruction.
- Photocopies, assembles, and distributes a variety of materials including meeting informational materials, reports, agendas, minutes, and related materials.
- Maintains accurate and up-to-date files and records for assigned areas; maintains various logs, accounts, and files; sorts and files written materials; updates and maintains various Board meeting files and lists.
- Maintains calendar, schedules meetings and appointments, arrange travel and hotel accommodations
- Performs a variety of general office support tasks as assigned; prepares rooms and materials for meetings, including ordering and setting-up refreshments; runs errands.
- Performs a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting; maintains a variety of accounting records, logs, and files; verifies, balances, adjusts accounting records; and process accounts payable and receivable.
- Participates in developing and monitoring assigned budget.
- Assist with membership recruitment and retention; process membership applications.
- Some limited travel may be required.

**REQUIREMENTS:**

- Two-years of experience as an assistant at the Administrative level
- Strong working knowledge of Microsoft Office applications (Outlook, Word, Excel, and PowerPoint)  
Experience with QuickBooks highly desirable
- Exceptional organizational skills and detail oriented
- Excellent interpersonal skills and the ability to handle multiple projects and substantial work flow under pressure

**TO APPLY**

Send a cover letter with salary requirements and resume to: [hr.caldesal@gmail.com](mailto:hr.caldesal@gmail.com)

**Open Until Filled**

January 17, 2012