



**The Position: Office Assistant**  
**Reports to: Executive Director**  
**Location: Sacramento, CA**

### **The Position**

Insure the Uninsured Project (ITUP) is looking for an Office Assistant to join our Sacramento-based team. This position provides administrative support and assistance to ITUP's Executive Director and staff.

The ITUP Office Assistant will wear multiple hats. The organization and budget are such that we do not have specialized staff, making this position responsible for a variety of administrative support functions.

### **About ITUP**

Insure the Uninsured Project (ITUP) is a nonprofit, 501(c)(3) organization, founded in 1996, whose office is located in Sacramento, California. ITUP's mission is to advance creative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research and broad-based stakeholder convenings on health topics, acting as an honest broker among diverse health care leaders in the state. To assist with implementation of health reform in California, ITUP hosts an annual statewide conference in Sacramento and facilitates regional and statewide workgroups on topics affecting health and health care in the state. The work of ITUP is more important than ever as the shifting federal health reform landscape poses new and potentially daunting challenges to California's progress reducing the uninsured and improving the health delivery system.

ITUP recently opened its downtown Sacramento office close to the State Capitol and the epicenter of California health care policy. The Sacramento office will be ITUP's base of operations going forward with a staff size of 7-9 depending on the number of student interns at any point in time. ITUP is led by a distinguished eight-member Board of Directors and has an annual operating budget of approximately \$1 million. ITUP is funded by The California Wellness Foundation, The California Endowment, Blue Shield of California Foundation, California Community Foundation, L.A. Care Health Plan, the California Health Care Foundation, and Kaiser Permanente.

### **Tasks and Responsibilities**

- Manage and maintain calendar, appointments, and travel arrangements for ITUP's Executive Director
- Ensure successful meetings by scheduling, tracking attendance, duplicating materials, arranging logistics, and providing administrative support at the meeting site
- Coordinate project-based work for the ED and in collaboration with ITUP staff
- Prepare, edit and post correspondence, communications, presentations and other documents
- Compile, maintain and distribute multiple organizational lists, calendars, and schedules
- Create and update records ensuring accuracy and validity of information
- File and retrieve documents and reference materials
- Monitor, screen, respond to and distribute incoming communications
- Maintain a clean, organized, and well-resourced office by monitoring and maintaining equipment, troubleshooting and resolving malfunctions, and responding to requests or issues
- Monitor and maintain supply inventory and postage funds, and research purchase options
- Answer and manage incoming calls; greet visitors and accept deliveries

- Coordinate with ITUP accounting and bookkeeping staff to track and manage purchasing, receipts, bill paying and records related to Executive Director expenses
- Design and maintain databases related to ITUP stakeholder networks and mailing lists
- Interact with board members, funders, and external stakeholders

### **Education and Experience**

- Bachelor's degree preferred
- Minimum of three years' experience providing mid-level administrative support
- Proficient computer skills and in-depth knowledge of MS Office Suite, Internet-based research and social media. Experience with Constant Contact, PayPal and other event marketing software desirable
- Thorough understanding of office practices and procedures and organizational administration
- Experience working in a nonprofit organization and/or Sacramento legislative and public policy office desirable

### **Key Competencies**

- Excellent organizational, planning, and time management skills
- Strong verbal and written communication skills
- Ability to operate commonly used office equipment and familiar software (e.g., word processing, spreadsheets, email, web browsers)
- Analytical abilities and aptitude in problem-solving
- Attention to detail, deadlines, and professional follow through
- Information gathering and monitoring skills
- Ability to multi-task, handle a heavy workload, and meet deadlines in a fast-paced environment with minimal supervision

### **Attributes**

- Punctual, dependable, and responsible
- Sound judgment and decision-making ability
- Capacity to work independently or as part of a team
- Initiative
- Adaptability
- Confidentiality

### **Compensation**

ITUP offers a competitive package of employee benefits, including health, dental and vision care and a retirement plan. The selected candidate for this position will receive a competitive salary commensurate with experience. Send resume and brief cover letter to [jobs@itup.org](mailto:jobs@itup.org).

**ITUP is an equal opportunity employer**