



March 2018

CCSESA JOB ANNOUNCEMENT

Job Title: Executive Assistant

Summary of the Position:

Provide general administrative support to manage the day-to-day operations for the Association. Duties include bookkeeping, data entry, scheduling, managing event content and logistics, and general administrative support to the key association staff. This is a dynamic position that may require additional duties as assigned and has significant growth potential.

Skills/Qualifications Required:

1. Excellent organizational and inter-personal skills.
2. Proficient in Microsoft Office software including Word, Excel, PowerPoint, Outlook, and Adobe Acrobat.

Compensation:

Annual salary range for the position is \$40,000 - \$60,000 depending on experience. CCSESA offers a generous benefits package including health and retirement plans. Downtown Sacramento parking pass or monthly public transit pass will be provided.

About CCSESA:

The California County Superintendents Educational Services Association (CCSESA) is a statewide non-profit organization with the mission of strengthening the service and leadership capabilities of California's 58 county superintendents in support of students and school districts. Through CCSESA, county superintendents are organized statewide to work closely with state agencies to implement education programs effectively and efficiently in response to statutory requirements and the needs of districts and schools. CCSESA works with state policymakers including the Governor, Legislature, State Board of Education, and the California Department of Education to ensure that the statutory responsibilities of the county superintendents are carried out in a consistent and equitable manner across the state.

How to Apply:

Please send a resume and cover letter describing your interest and relevant experience to: Peter Birdsall, CCSESA Executive Director at pbirdsall@ccsesa.org