**About CCSESA:**

The California County Superintendents Educational Services Association (CCSESA) is a nonprofit statewide association that serves California’s students by supporting the unique work of our members, the fifty-eight superintendents of schools. CCSESA advocates for better public policy before the Governor, Legislature, state agencies, and federal government. Learn more at [www.ccsesa.org](http://www.ccsesa.org).

**Job Overview:**

The Program Assistant for the CCSESA Statewide Arts Initiative involves organizational, communications, and fiscal support as well as a wide range of functions to support state and regional meetings, events, professional development, and curriculum activities. Under the direction of the CCSESA Statewide Arts Initiative’s Director, the Program Assistant is responsible for providing a variety of administrative duties and support.

**Responsibilities and Duties:**

* **CLERICAL/COMMUNICATIONS**
	+ Schedule appointments and maintain calendars.
	+ Manage timeline and coordination of regional reports to create and prepare master Curriculum and Instruction Steering Committee/Arts Subcommittee reports aligned to meeting dates.
	+ Create and submit monthly fiscal reports in CCSESA’s expense reporting site.
	+ Support CCSESA Arts website content and curriculum resources.
	+ Support the Organization Management System (OMS) and work with individual counties in submitting their data.
	+ Aid with multiple subgrants by creating and maintaining contracts, overseeing grant installments, and tracking collection of grant deliverables.
	+ Prepare variety of communications/memos.
	+ Must be proficient in Adobe, Microsoft Office (Outlook, Word, PowerPoint, Excel) and have experience with graphic design software (Adobe Photoshop, Adobe Illustrator, or Canvas).
* **MEETINGS/EVENTS**
	+ Plan, coordinate, and provide support for a variety of statewide meetings, events, and convenings including:
		- Preparing agendas;
		- Maintaining arts listservs;
		- Developing speaker contracts;
		- Processing invoices;
		- Collecting and disseminating meeting support materials and resources;
		- Coordinating travel and logistics; and
		- Designing and managing registration pages for events.
	+ Prepare event invitational letters, announcements, and flyers.
	+ Provide technical support for online virtual meetings and events.
	+ Schedule and coordinate planning meetings.
	+ Coordinate travel, food and beverage, and lodging arrangements when health and safety conditions permit.
* **PROJECTS**
	+ Support Director on specialized projects and grant-related activities.
	+ Coordinate, design, and disseminate monthly arts newsletters.
	+ Coordinate and oversee production of printed materials including CCSESA’s *Counties on the Move* publication.
	+ Work with create designer on printed and online media for projects such as *Creativity at the Core* program, the CCSESA Rural Arts Network (CRAN) professional development offerings, and summer institutes.
	+ Support partnership collaborations, programs, and events, such as serving as Co-Chair on the California Association for Bilingual Education (CABE) Annual Planning Committee to coordinate a student artwork exhibit for the statewide yearly conference.
	+ Interface with county superintendents, Regional and County Arts Leads, state partners (i.e., Create CA, California Department of Education, The California Arts Project), and staff for key projects.