

Administrative Associate POSITION DESCRIPTION



For more than 50 years, the California Disability Services Association (CDSA) has been the voice of intellectual and developmental disability service providers in California. We are a trade association representing more than 110 community-based organizations who deliver services and supports to individuals with developmental disabilities.

Position Title:	Administrative Associate
Reports To:	Executive Director
Status:	Full-Time Hourly
Location:	Sacramento, CA
Setting:	Office-based
Start Date:	As soon as possible

This position empowers the work toward our mission, with a focus on supporting the Executive Director and strengthening our member base. CDSA members and staff rely on the Administrative Associate to organize, maintain, and deliver accurate information.

PRIMARY DUTIES

Administration

- Provide direct executive support to the Executive Director, including assistance with scheduling and task management
- Process accounts receivable and payable transactions and financial reporting
- Maintain CDSA office space, including inventory and record retention
- Analyze internal and public vendor data to develop reports
- Manage relationship with sponsors and other corporate partners
- Coordinate details and deadlines with event speakers, sponsors, and attendees
- Other duties as assigned

Membership

- Administer membership applications, renewals, and onboarding processes
- Maintain internal and external membership data, including reconciliation of the member database, contact lists, event registrations, and member directories
- Coordinate development of CDSA newsletter and other communications
- Support membership recruitment and retention communications and projects

SKILLS & ATTRIBUTES

- Initiative to work and solve problems independently, with limited supervision
- Excellent written and verbal communication, including interpersonal skills
- Perseverance to work under pressure and respond to shifting priorities
- Time management and organization skills to move between tasks and projects
- Demonstrated computer literacy and proficiency in Microsoft Office 365 suite
- Experience with Constant Contact (or equivalent online marketing tool), web form administration, and association management software preferred

California Disability Services Association

1107 9th Street, Suite 1025, Sacramento, CA 95814 • (916) 441-5844 • www.Cal-DSA.org

REQUIREMENTS

- Proof of COVID-19 vaccination, including at least one booster dose
- Overnight travel may be necessary to attend CDSA events
- Flexible availability for evening or weekend work on special occasions

QUALIFICATIONS

CDSA is committed to diversity and inclusion as fundamental to disability services and all our work, and will consider candidates from a variety of professional and educational backgrounds. Experience in office administration, customer service, and/or meeting planning is ideal. Candidates should demonstrate appropriate experience, education, or a combination of both, required to succeed in this role.

COMPENSATION

Hourly wage is \$28-32 per hour, based on experience. CDSA offers health and dental insurance, paid parking in downtown Sacramento, and retirement plan contributions.

INTERESTED CANDIDATES

Cover letter should include where you found the job posting. Submit cover letter, resume, and three references to Dylan Yellowlees at DYellowlees@Cal-DSA.org. Please contact Dylan if you require reasonable accommodation related to your application. Interviews will be held until the position is filled.