

Committee Assistant/Receptionist—Oakland Headquarters

California Communications Access Foundation (CCAF) is seeking a Committee Assistant/Receptionist who works in conjunction with the Committee Coordinator to organize meetings and to support the members of the two Statewide committees which advise the Deaf and Disabled Telecommunications Program. The Committee Assistant/Receptionist helps maintain an efficient office environment by providing outstanding customer service to Committee member, California Public Utilities Commission (CPUC) staff, vendors, and others who visit or call into the Oakland Headquarters office; and orders supplies, ensures office equipment is in good repair and performs a variety of other administrative tasks in support of the statewide committees, the staff, and the HR and Administration Department.

The Organization: Founded in 2003, CCAF serves the residents of California who are Deaf and disabled. Its mission is to serve as an educator, convener, and resource working collaboratively to ensure communications access for people with disabilities in California. With 90+ employees around the State, CCAF manages the Deaf & Disabled Telecommunications Program (DDTP) for the California Public Utilities Commission (CPUC), as well as the California Relay Service (CRS) and other related programs and services. At no-cost, DDTP provides specialized telephones and relay services to Californians with difficulty hearing, seeing, speaking, moving, and/or remembering through the California Telephone Access Program (CTAP) and the California Relay Service (CRS), respectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Committee Support

- Functions as a part of the Committee Support Team, led by the Committee Coordinator.
- Provide clerical support to the program's staff and committee members.
 - Maintain meeting schedules.
 - Process mailings, including binder production, several times a month.
 - Distribute public meeting notifications through mail, e-mail, DDTP website, and CPUC docket office.
- Coordinate and assist with set up and take down of the conference room for Committee meetings.
- During Committee Meetings, takes notes and prepares EPAC meeting minutes.

Reception

- Provide high level of customer of service as the first point of contact in answering phones and greeting customers.
- Greet all Visitors and Vendors upon arrival.
- Maintain the General Calendar as well as conference room schedules.
- Ensure meeting rooms are clean, orderly, and that supplies needed are available (pens, paper, conference call phone, cups, napkins, plates, utensils, etc.).
- Process daily mail and packages both inbound and outbound.

Administrative Support

- Maintain supplies (paper, office supplies, toner, etc.) and equipment (printers, copiers, fax machines, etc.). Troubleshoot failures and call for repairs.
- Review and process all Administrative-related vendor invoices. Log and track orders and deliveries to reconcile invoices.
- Maintain the lobby, mailroom, and break room in a clean and orderly condition.
- Communicate with building management to identify items in need of replacement (e.g. light bulbs, drains), or cleaning (e.g. carpet).

QUALIFICATIONS

Education/Experience

- High School Diploma or equivalent; two years related experience and/or training; or equivalent combination of education and experience. College degree (Associate or Bachelor) preferred.
- Minimum of 2 years of experience in customer service or administrative/clerical role. Office management experience a plus.
- Experience with adults with disabilities.
- Experience taking minutes for a Board or Committee.
- Experience working with a non-profit organization serving the elderly and/or disabled population.

Knowledge, Skills, and Abilities

- Must be able to understand, read, write, and speak fluently the English language. Knowledge of ASL preferred.
- Excellent written, verbal, and interpersonal communication skills and presentation skills, with the ability to write concise and comprehensive meeting minutes and other reports and correspondences.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to identify and analyze problems, weigh relevance and accuracy of information, generate and evaluate alternative solutions and make recommendations.
- Proficient with Microsoft Office; Excel, Word, Outlook, and PowerPoint.
- Ability to establish and maintain relationships with Committee members and staff.
- Ability to multi-task, manage and prioritize work with multiple deadlines.
- Solid organizational and administrative skills with strong attention to detail.
- Strong work ethic, responsible, punctual, dependable, and able to work independently as well as with a team.

WHAT WE OFFER

CCAF offers a comprehensive compensation and benefits package, including a competitive salary, a bonus plan, medical, dental, and vision coverage, 40(k) employer sponsored retirement plan, generous paid vacation, sick leave, and holidays.

TO BE CONSIDERED

Applicants are strongly encouraged to review the complete job description at www.ccaf.us/employment. To apply for this position, please follow the link to our job page on Indeed.com at <https://bit.ly/2MCRlzi> click the "Apply Now" button, respond to the questions, and paste your resume and cover letter (required) where indicated. Successful applicant must be able to pass a background check. Relocation expenses not reimbursed.

To learn more about the California Communications Access Foundation please visit us at <http://www.ccaf.us>.

CCAF is an Equal Opportunity Employer. Persons with disabilities are strongly encouraged to apply. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*