

Grants Program Writer & Executive Support – Oakland Headquarters

California Communications Access Foundation (CCAF) is seeking a candidate to support our grant-making program, Disability Communications Fund (DCF), and the Executive Team. The ideal candidate will have experience in grant making in preparing grant applications and have the ability to research, provide content, and write articles for DCF publications. This position will also provide high-level administrative support to the DCF Associate Program Officer, the Board of Directors and associated committees, and the Executive Team.

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.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

Grantmaking

- Assist Associate Program Officer with the grant process, which includes drafting and updating the grant documents, participate in the review of the grant proposals, prepare reports, and conduct research.
- Maintain and update grant related information and data in the DCF online grants management system.
- Support and participate in the DCF Grant Team meetings and the community-based advisory group.
- Support grantee information sharing, networking, and collaboration activities sponsored by DCF by coordinating logistics for webinars and in-person gatherings.

Writing and Communications

- In collaboration with the Associate Program Officer, write and edit content for DCF's various communication tools: website, newsletter, reports, white papers, etc.
- Assist in the strategy and implementation of communications and external relations activities.

Administrative Support

- Support the CEO by coordinating communication with the Board of Directors and subcommittees.
- Handle logistics for Board meetings (room set-up, notification, meal and break service, interpreter arrangements, internet and phone hookup).
- Maintain board files regarding governance, correspondence, and recruitment efforts.
- Prepare and distribute agendas, support materials, and minutes for board and committee meetings.

- Assist Executive Staff with projects.

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree or equivalent from four year college or university.

Work

- 5 years' experience performing similar duties including extensive writing experience in a grant administration, organizational communications, or executive support capacity. Additional work experience and/or training may be substituted for education requirement.

Language Skills

- Fluent in conversational and written English.

Technical and Mathematical Skills

- Strong PC computer experience: Microsoft Office including Word, Access, Excel, and PowerPoint, Outlook.
- Experienced in performing basic mathematical computations, including rates, ratios, and percentages.

Other Skills and Abilities

- Highly organized and detail-oriented.
- Strong interpersonal and communication skills.
- Able to maintain confidentiality of information.
- Able to manage projects with varying deadlines simultaneously.
- Must be able to travel occasionally with the State of California, occasionally overnight.

DESIRED QUALIFICATIONS

Work Experience

- Experience serving disabled individuals; prior work experience performing similar duties for a non-profit.

Language Skills

- Ability to communicate in American Sign Language (ASL).

WHAT WE OFFER

CCAF offers a comprehensive compensation and benefits package, including a competitive salary, a bonus plan, medical, dental, and vision coverage, 401(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 <http://indeedhi.re/2vmWCX1>, 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.*