



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Government Relations** Division! Go to our job board to apply:

[job board](#)

The Community Development Administrative Assistant job at a glance

General Summary

With minimal supervision from the Regional Director, the Community Development Administrative Assistant performs professional administrative support, project management duties and in conjunction with the Regional Director will be responsible for building widespread community support for the agency. The Community Development Administrative Assistant will interact with colleagues, both internally and externally, to support CCRC's community relations and activities. This position manages administration and logistics in a fast paced, dynamic and high energy environment. He or she must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision and be willing to work occasional evenings and weekends to support agency and departmental goals.

Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

- Provides high level administrative support including answering multiple phone lines, extensive data entry, email/written correspondence, photocopying, online searches, coordinating conferences, meetings and travel arrangements, etc. 45%
- Will research, develop and maintain relationships with CCRC staff, key community partners, volunteers, donors and sponsors with a focus on maximizing support. This includes creating and maintaining

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business partner/donor files and coordinating thank you letters, postcards and other business partner/fund development correspondence. Promotes business and fund development at relevant community and business events. 30%

- Responsible for developing, prioritizing and working on all aspects of planning, development and execution of meetings, trainings, events and conferences as assigned. Assists with development of theme, negotiations and booking of event space, arranges food and beverage, orders supplies and audiovisual equipment, makes necessary travel arrangements, orders event signage, and ensures appropriate décor to meet the expectations of the customer. Serves as liaison with vendors on event-related matters. (10%)
- Serves as department liaison to Accounting, Purchasing and other internal departments by keeping track of all purchasing requests and has general oversight of the department budget. Ensures all expenditures are budgeted accurately, receive correct approvals, follow procurement policy guidelines, and purchased items are received as requested. Completes credit card reconciliations accurately and on time. Manages petty cash distribution and reconciliation. Keeps Department Head informed on budgeted vs. actual expenditures. 10%
- Accurately updates and maintains all department databases within identified timelines. This includes routinely checking for accuracy of all required fields, entering new information as received, deleting obsolete information, and calling to check for additional information when it is incomplete. 5%

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Builds relationships with CCRC leadership and staff.
- Is actively involved in required meetings – participation, planning, and set up of materials and room.
- Performs other duties as assigned.

Job Specifications

- Bachelor's degree in Business, Communications, Public Relations or related field or equivalent experience.
- Minimum 3-5 years' experience providing high level administrative support.
- At least two year's formal work or volunteer experience in community and/or business development within the County of San Bernardino preferred.
- Bilingual (English/Spanish) preferred.
- Ability to thrive in a fast-paced, deadline-driven, team environment.
- Superb organizational skills and ability to prioritize work independently.
- Excellent oral and written communication skills. Meticulous attention to detail and strong proofreading capabilities.
- Ability to motivate, inspire and cultivate cooperative relationships with the public, business community, clients and co-workers.
- Self-starter with strong collaborative skills.
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- Excellent computer skills (typing 50+ WPM) to include knowledge of online research, advanced Microsoft Office Suite skills, and database management experience.
- This position requires 10% travel. Travel may involve driving to other facilities to meet with vendors, provide facilities support, set-up, deliver supplies, and CCRC sponsored events. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance
- Must be able to lift up to 25 pounds and have the ability to work non-traditional work schedules, which may include evenings and Saturdays.
- Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - Live Scan Clearance / DOJ Fingerprinting: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - Health Clearance: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - MVR / DMV clearance in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - Child Development Permit: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - CPR / Pediatric CPR certification: For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - Federal Debarment Checks: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	1-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☐	☒	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☐	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☐	☒	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☒	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☒	☐
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☒	☐	☐	☐
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☒	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☐	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☒	☐

Physical Activity					
Activity	Hours Per Day				
List the number of hours spent performing the activity.	NA	1-2	3-4	5-6	7-8
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☒	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☐	☒	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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