



## **OFFICE COORDINATOR JOB DESCRIPTION**

Through advocacy, influence and engagement, Central City Association (CCA) enhances Downtown's vibrancy and increases investment in the region. Since our founding in 1924, we have produced meaningful results for our members, Downtown and the greater Los Angeles region. We represent the interests of 400 businesses, trade associations and nonprofits that together employ more than 350,000 people in the County. We are one of the most effective conveners for the community and help to bridge the private sector with the public sector. We provide a high-level of service to our membership, which includes: policy advocacy, access to thought-leaders, networking at CCA events, support at public hearings, as well as branding and marketing opportunities.

Our workplace culture is important to us. Candidates should be willing to operate in line with our principles, which include a commitment to:

- CCA's mission of creating a vibrant, welcoming and sustainable Downtown
- Accountability, reliability, transparency and integrity
- Respect and openness for differing opinions, ways of thinking and feedback
- Innovation, collaboration and adaptability to new circumstances and direction
- Continued growth and a sense of well-being for yourself and for colleagues
- Building & nurturing relationships and creating opportunities with a variety of people

**TITLE:** Office Coordinator

**REPORTS TO:** Director of Events and Engagement

**OBJECTIVE:** Working with the Director of Events and Engagement (ED), the Office Coordinator (OC) will provide general operations assistance and administrative support to all teams for CCA.

### **GOALS AND DUTIES:**

General Office & Accounting and Benefits Coordination:

- Responsible for the day-to-day operations of the organization:
  - Act as point of contact for building manager and related matters, such as parking, fire/life safety and miscellaneous office repair requests
  - Act as point of contact for building security
  - Greet clients as they enter the office
  - Maintain office and kitchen supplies
  - Manage all office equipment and upgrades
  - Engage and manage vendors needed for office maintenance and supplies
  - Provide phone support for the office
  - Scan and copy documents
  - Review and distribute mail
  - Maintain files both in-house and offsite, including maintenance of team Dropbox folder and File Keepers
  - Prepare new hire packets and onboard new staff
  - Assist with interns, facilitate workspace and provide general support
- Point person for assisting outside accounting firm with financial affairs



- Point person for employee benefits and insurance needs
- Data entry in Accrisoft, CCA's membership database system

**Public Policy Department Support:**

- Oversee the logistics and preparation for in-house meetings, including sending e-blasts for committees
- Provide support for Downtown Works

**Strategic Relations Department Support:**

- Send event notices (e-blasts) to members
- Process all incoming payments

**Events Support:**

- Assist ED with event preparation
- Manage posting events and guest attendance records in CRM
- Outreach to key individuals, including elected officials and their staff

Other duties as assigned.

**QUALIFICATIONS:**

- 5+ years of strong administrative experience
- Effective communicator, both verbal and written
- Proficient in email marketing software, database systems, and MS Office Suite – especially with building & managing lists in Excel
- Professional appearance and demeanor
- Possesses excellent time management and problem-solving skills and a strong sense of urgency
- Efficiently able to multi-task and prioritize projects quickly
- Tech-savvy and resourceful
- A team player who loves working collaboratively but who can work independently
- Eager to grow and thrive in a long-term support role
- A positive attitude and a hospitality-oriented approach are a must
- Displays a high level of initiative and strong follow through
- Bachelor's degree preferred

**Salary:**

Commensurate with experience.

**Benefits:**

CCA offers its employees a generous benefits package, including health, dental and vision insurance, life insurance, a flexible work environment, and a retirement savings program.

**Hours:**

The Office Coordinator is a full-time, salaried position. Must be willing to work evenings or be available as needed.

**To Apply:**

Please email cover letter, resume and three references to [info@ccala.org](mailto:info@ccala.org).