



10 College Park  
Davis, CA 95616  
internationalhousedavis.org  
530-753-5007

<b>Job Title</b>	Administrative and Program Assistant
<b>Reports to</b>	Executive Director

**Status:** Hourly      **Location:** Davis, CA      **Posted:** 3/17/23, **Open until Filled**  
**Pay:** \$18 - \$22 per hour (depending on experience)  
**Schedule:** 35-40 hours per week during business hours with some nights/weekend work as needed

### About International House Davis

International House Davis (I-House Davis) is a non-profit organization dedicated to building community, international understanding, and cultural connection. Our programs, classes, services, and events provide opportunities to learn about and experience cultures from around the world, while building connections within our diverse local community. Our work supports a globally-connected community.

I-House brings individuals and communities together to explore the global issues of our time and to celebrate culture through talks, workshops, seminars, lectures, and events. We operate from a lens of equity, inclusion, access, and diversity – striving to be at the forefront of conversations around social justice, climate change, and many other issues of global importance.

I-House resides in a historic building at 10 College Park in Davis, a perfect location right between UC Davis, a world-renowned university, and the growing city of Davis. Our work is rooted in our distinctive space, and through committed collaborative efforts, in the communities where we live and serve.

### Job Description

Under the supervision of the Executive Director, the Administrative and Program Assistant will play a critical role in supporting the growth and sustainability of the organization, which is in a period of change to deepen and expands its impact to foster a globally-connected community. The position will help I-House run smoothly and efficiently by providing a variety of administrative and customer support functions including: handling front desk reception for in-person appointments and participant sign-in process; mail, phone calls/voicemails, and general email inquiries; donor and attendee correspondence/recordkeeping; documenting, routing and organizing financial transactions; processing ticket sales and customer transactions; meeting management and support; database management; as well as other administrative support duties. The successful candidate will be organized, independent, enthusiastic about serving in an organizational support role, and believe in the mission of International House Davis.

### Duties and Responsibilities

- Retrieve and process all mail and forwarding correspondence as required.
- Serve as first point of contact for walk-in customers, phone calls received during scheduled hours and email inquiries for event rentals and other programs; respond to voicemail messages and general email messages, and route communications accordingly.
- Manage CRM database, including tracking donations, ticket sales, learning pass holders and other customer and vendor relationships in database. Responsible for managing mailing and email lists, and creating and managing reports.

- Manage participant records and correspondence such as sign-in sheets, mailing lists and donor correspondence. Prepare, route for signature, and mail thank you notes, tax acknowledgment letters.
- Coordinate scheduling of all Board meetings, Board committee meetings, and other meetings as needed including polling attendees for availability; send meeting reminders and save-the-dates; update annual Board calendar with events and meetings. Assemble and send Board meeting materials prior to each scheduled Board meeting; attend Board and other meetings as assigned and document minutes.
- Document, record and routing bills and invoices and communicate with financial services firm; handle bank deposits.
- Assist with scheduling and documenting meetings with Executive Director, taking meeting minutes and coordinating follow-up and action items.
- Provide general office management support including organizing and tracking supplies in office and kitchen, maintaining files etc.
- Provide support to other colleagues as needed, which may include assisting with event planning, meeting scheduling, strategic planning, project management, and software implementation initiatives.
- Comply with all I-House policies and procedures in all work performed, noting possible process improvements.

**The ideal candidate will possess the following experience, skills, and personal attributes:**

- Experience working in an office is preferred; experience may be paid, volunteer, intern/student, or in another applicable setting.
- Knowledge of computer equipment and software is preferred, including Microsoft Office products, Adobe, Zoom, and Doodle. Candidates demonstrating an ability and willingness to learn new equipment and software will also be considered.
- Excellent interpersonal and communication skills are required, including an ability to communicate with diverse groups using tact and courtesy.
- Excellent organizational skills, with an ability to multitask and prioritize work with a strong attention to detail, are required.
- Flexibility is required to work with colleagues in a hybrid and team-based environment. Ability to make deposits at the bank (any branch) on a weekly basis is required.
- Ability to keep and maintain records, perform accurate data entry, send and receive correspondence, and schedule meetings is required. The successful candidate will be expected to perform duties independently once training has been completed.
- Experience working or volunteering in a nonprofit and/or an appreciation for and understanding of nonprofit working models a plus
- Familiarity with and/or connections to Davis and Yolo County a plus.

**Work Hours and Location**

The Administrative and Program Assistant will be expected to work on-site at I-House Tues-Friday from 9-3 pm generally and on-site as needed with flexibility for some night/weekend work depending upon event schedule. Ability to work Mondays and afternoons remotely depending upon business needs.

**Qualifications**

- Excellent customer service and problem-solving skills.
- Comfortable operating PC computer systems and software, telephones, and office equipment.



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- Ability to work closely with staff and volunteers.
- Responsibility, reliability, and the ability to work independently.
- Attention to detail, willingness to learn, and excellent written and verbal communication skills.
- Strong writing skills for note-taking and correspondence

### Compensation

This position pays \$18 - \$22 per hour and is eligible for medical and vision insurance, paid holidays, vacation, and sick leave and 401K plan.

### Physical Requirements

Job requires may require lifting (up to 35 pounds) for set up and take down of events and programs. May require sitting for an extended period of time during the workday.

### How to Apply

To apply, please send the following to [jobs@ihousedavis.org](mailto:jobs@ihousedavis.org):

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to International House Davis's mission (found on our [website](#))?
2. What interests you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?
4. How did you hear about this position? (*optional - will help us evaluate our outreach efforts*)

\*\*Please include "Administrative Assistant" in the email subject.

### Employment Equity

International House Davis is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race or ethnicity, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from candidates with lived experiences as members of historically underrepresented communities.