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We are seeking a part-time Administrative Associate up to 10 hours per week to support the CAMEO staff in their work. The person in this role will be responsible for basic administrative functions such as copying, scanning, emailing, data entry and saving and filing paper and digital documents.

CAMEO is California’s statewide micro-business network made up of over 220 organizations, agencies, and individuals dedicated to furthering Micro-Business development in California. We expand resources and build capacity for our member organizations that provide entrepreneurs with small and micro-business financing such as loans and credit, technical assistance and business management training. We also educate the public on the economic impacts of micro-business through public awareness campaigns and advocate at the local, state and federal level for public policies that support the growth of micro-business, start-ups, and entrepreneurs.

OUR MISSION: To grow a thriving ecosystem of support for underserved entrepreneurs.

OUR VISION: To ensure all entrepreneurs have access to the resources they need to succeed, creating family economic mobility and community prosperity.

WE VALUE: Diversity, Collaboration, Trusted Partnerships, Impactfulness, Innovation, Thought Leadership, and a Passion for Entrepreneurship.

If this job sounds like a good fit for you then we’d love to hear from you.

#### **ESSENTIAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

* Copying.
* Scanning.
* Printing.
* Data Entry.
* Saving documents on our shared drive (box.com).
* Organizing paper files in alphabetical order.
* Ordering office supplies.
* Opening mail.
* Preparing envelopes to be mailed.
* Event support-printing, preparing name tags, table tags.
* Answer the phone from time to time and write down a message.
* Other duties as assigned on an as needed basis.

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#### **DESIRED SKILLS AND EXPERIENCE**

* Previous experience working in a small office doing administrative work is a plus.
* Basic computer skills. Knowledge of Microsoft office (Word, Excel), Salesforce, Gmail, QuickBooks online and box.com are all a plus.
* Thoroughness and an attention to detail.
* Good written and verbal skills.
* Willingness to seek additional information and ask questions.

#### **EDUCATIONAL REQUIREMENTS AND PREFERENCES**

* Some high school education experience is required.

**THE RIGHT PERSON WILL…**

* Be able to work under the guidance of a supervisor, follow instructions and complete work in a timely manner.
* Work independently and be comfortable working cooperatively with others.
* Possesses a fun, friendly, can-do attitude, curious nature, and willingness to learn on the job.
* Present themselves professionally and good naturedly to staff.
* Be able to enjoy working in a small office and nonprofit organization.
* Possesses and genuine interest in the mission of CAMEO.

**HOURS AND PAY**

* This position is part-time (approx. 10 hours a week).
* This a $16 an hour non-exempt position.

**APPLICATION PROCESS**

Please send your resume and a cover letter to [cameo@CAMEOnetwork.org](mailto:cameo@CAMEOnetwork.org)

*CAMEO aspires to make the online job application process accessible to any and all users.*

*If you have a disability that impacts your ability to complete the application process, and would like to request assistance or accommodation, please contact us cameo@CAMEOnetwork.org*

*We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin.*

*Lastly, pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.*