

Program Assistant

CAMEO is searching for a Full-Time, Non-Exempt, Program Assistant who will provide administrative support for all of CAMEO's diverse programs and support CAMEO's mission of helping grow a thriving ecosystem of support for underserved entrepreneurs. Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift families and help them thrive and reach their version of the American Dream? If so, we are looking for a Full-Time Program Assistant that can help us grow.

CAMEO is a network made up of over 400 organizations, agencies, and individuals dedicated to furthering microbusiness development in California and across the country. Annually, CAMEO members serve about 200,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 300,000 new jobs and generate a total of \$15 billion in economic activity.

Reporting to the VP, Strategic Initiatives and CDFI Incubator Director and serving as an integral member of the program team, the Program Assistant will be responsible for tracking and supporting the workflow and process of CAMEO programs, training, and resources we provide to our network of member organizations. General duties include program logistics, technical, clerical, and record-keeping, as well as member outreach. This is an outstanding entry-level opportunity with career growth potential for an organized, fast learner and go getter interested in joining in a growing mission-driven organization.

Compensation: \$24.00 - \$26.00 per hour, depending on skills and experience

Work Environment: This is a fully remote position that might require light travel a few times per year.

Responsibilities

- Provide administrative, clerical, and logistical support and coordination for meetings, programs, and events including presentation and marketing collateral development
- Assist with event planning including preparation, logistics, and execution
- Provide day-to-day coordination of projects and programs
- Coordinate with trainers and outside consultants for webinars and classes CAMEO offers as necessary
- Maintain digital program files in Box
- Track attendance and participation of attendees
- Assist with program evaluation and tracking
- Assist with database management
- Use event registration software such as EventBrite
- Upload documents to online learning management system LearnWorlds

Required Education and Qualifications

- Bachelor's Degree preferred and 1-2 years of related experience
- Versatile, resourceful, and collaborative, with a committed work ethic
- Ability to manage concurrent priorities and projects with strong follow-through
- Motivated and enthusiastic, with the ability to own projects but able to ask for assistance when needed
- Strong computer skills: Experience with databases (Salesforce a plus), Microsoft Office Suite (Word, Excel, PowerPoint), and mass mailing coordination (mail merge). Knowledge of Adobe Photoshop, Illustrator and InDesign a plus. CAMEO uses programs like Calendly, Zoom, Gmail, Box, Asana, LearnWorlds, EventBrite
- Extremely strong attention to detail and professional presentation skills
- Clear and effective written and verbal communication
- Solid organizational and planning skills and the ability to think strategically
- Ability to think through and create/follow timelines and communicate the status of different steps in projects
- Comfortable with working in a collaborative environment, as part of a team, as well as independently
- Willingness to learn about the industry of nonprofit organizations and microlenders who service low-income and BIPOC entrepreneurs and commitment to the vision of CAMEO

Our Benefits

- Health Insurance Benefits include Kaiser HMO, Anthem PPO, Delta Dental & VSP Vision
- Approximately 9 paid company holidays plus Christmas week off

- PTO Policy: 16 to 20 accrued vacation days based on tenure
- Retirement Plan 403B and Company Match of 4%

CAMEO is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO and we are committed to creating a welcoming environment for all employees. We provide equal employment opportunities for all applicants and employees where all employment decisions are made without regard to race, gender, religion, citizenship, disability, marital status or any other status protected by the laws where we operate. Our culture is representative of a supportive team with shared values that make CAMEO a great place to work.

To Apply

Please send a resume and a cover letter to careers@CAMEOnetwork.org with "CAMEO Program Assistant Job Opening" in the subject line.