

JOB DESCRIPTION

JOB TITLE: Program Recruitment Lead (9937)

Job Summary:

Under the direction of the Executive Director and/or designee, the Program Recruitment Lead, California Center on Teaching Careers (CCTC), is responsible for performing a variety of specialized and difficult clerical work, accounting functions, relieving supervisors of administrative and clerical details, and performing other related works as required. Maintains confidentiality in all matters pertaining to the work within the CCTC and with partnering agencies.

Essential Duties:

- Distributes reports, checks and mail for the purpose of ensuring that documents are routed to the correct personnel;
- Maintains schedules of appointments and meetings for the Executive Director;
- Maintains confidential files (accounts payable warrants, journal entries, cash receipts, deposits, contracts, agreements, POs, etc.);
- Greets employees and public visitors to provide information and/or referral to the appropriate individuals or division;
- Inputs data into the absence information system to maintain accurate records;
- Makes arrangements for workshops, recruitment fairs, and recruiting trips in and out of state, coordinates, and arranges the logistics of meetings between the Center and outside agencies;
- Takes and transcribes minutes of all California Center on Teaching Careers partner meetings and Advisory boards;
- Collects confidential mandated data for state and federal grants;
- Provides support to track contracts for project teachers, agencies, and independent contractors according to grant requirements;
- Maintains Executive Director's email, calendar and phone calls;
- Assists with coordinating travel, meeting, and conference arrangements for the purpose of assisting supervisors in this department.
- Prepares and tracks requisitions, purchase orders, and warrants as needed to ordering materials and supplies;
- Provides a wide variety of complex and responsible clerical and complex budgeting duties;
- Operates a variety of office equipment for the purpose of facilitating the needs of the job;
- Communicates and assists with upper management in outside organizations for grant compliance and follow up;
- Assists in the preparation of budget reports to ensure compliance with state and program regulations;
- With direction from the Executive Director, trains and in services staff from other LEA, COE, IHE and other state-wide partners;
- Assist Executive Director in budget development for agency agreements and independent contracts;
- Assist with Residency Program's coordination including: partner payments, invoices, ordering supplies, partner meeting, preparing stipends for residents;
- Attends conference within and outside of California;
- Maintains a variety of confidential financial records to comply with quarterly expenditure claims;
- Performs other related duties as assigned;

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Knowledge of:

- general accounting procedures;
- computers and e-mail systems;
- modern office methods, practices, and procedures;
- correct English word usage, spelling, grammar, and punctuation;
- record management procedures;
- basic financial document types and their purpose;

- advanced of excel, google platform, adobe, asana;
- written and oral communication skills and work standards;
- referring clients to appropriate resources;
- military outreach activities;
- K-12 school system for special projects;
- web-based platforms for recruitment and budgeting reporting;
- federal and state recruitment/credentialing program requirements;

Skills to:

- proofread material and make necessary corrections for advertising and public relations purposes;
- assist in monitoring business related documents such as requisitions, agreements, contracts, amendments, purchase orders, invoices, & payments with state and federal grants;
- analyze problems and identify solutions;
- organize, coordinate, and oversee office activities;
- make mathematical calculations quickly and accurately;

Ability to:

- use computers, electronic mail systems and software, i.e., Excel, Word, etc;
- learn, interpret, apply, and explain regulations, policies, and procedures;
- compose correspondence and written materials independently, or from oral or written instructions;
- establish and maintain effective working relationships with others;
- keep electronic calendars, store, and retrieve documents through various platforms;
- set-up zoom meetings for the department;
- travel frequently as required locally and various areas of California;
- perform routine repetitive tasks to completion;
- attend in-service training, meetings, classes, and conferences;
- type at a speed of 50 net words per minute from a clear copy;
- prepare, create, and edit memos, reports, letters, and other documents;
- operate standard office equipment;
- establish effective working relationships with K-12 school districts, post-secondary institutions and workforce development partners;

Education Required:

- Associate's degree is required: may substitute two years of equivalent experience for one year of college;
- Bachelor's degree is preferred;

Experience Required:

- At least one year of clerical experience with maintaining data or reports and other administrative duties requiring close attention to detail;
- Experience working with school districts and/or the community;

Other Requirements:

- Typing certificate verifying 40 net wpm;
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response upon hire.

FLSA Status: Non-Exempt

October 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.