



**CALIFORNIA ASSOCIATION OF
WORKPLACE INVESTIGATORS**

California Association of Workplace Investigators, Inc.
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Job Announcement for Assistant to the Executive Director

California Association of Workplace Investigators, Inc. (CAOWI), a non-profit professional association with over 250 members, is recruiting for an Assistant to the Executive Director. This is a part-time, non-exempt position, averaging no more than 20 hours per week. The wage is \$18 to \$20 per hour depending on qualifications. No benefits are provided. CAOWI is an at-will employer. Everyday work will be performed at a location of the employee's choice provided by the employee using a Windows or Apple computer with a web browser and broadband Internet access provided by the employee. For events including meetings, conferences, and educational activities, the work will be performed wherever in California the event is located. The employee must be available to travel within California to work at such events, to stay overnight, and to perform more than 20 hours of work per week before, during, and after such events. To apply e-mail your resume and cover letter to info@caowi.org. Applications will be accepted until the position is filled.

Job Duties

- Maintain, administer, support and troubleshoot CAOWI website, Listservs, and membership database using Memberclicks web application software.
- Bookkeeping using Quick Books Online web application software.
- Prepare and distribute e-mail newsletters and surveys, and maintain e-mail database, using Constant Contact web application.
- Conduct e-mail and telephone communications with members and others.
- Provide e-mail and telephone customer service and technical support for members, potential members, and sponsors.
- Prepare and edit documents using Microsoft Office and Nitro PDF Pro.
- Perform basic photo editing and assist in preparing and editing web videos using commonly available software and web applications.
- Prepare and follow up on continuing education credit applications.
- Perform copy editing of, and with graphic designer to create and publish, quarterly professional journal, advertising, and other collateral.
- Run live webinars using webinar web application software.
- Prepare, edit, and organize conference and registration materials.
- Organize and provide staff support for meetings, conferences and events.
- Manage social networking, i.e., Twitter, LinkedIn, Facebook and YouTube.
- Assume duties of Executive Director in the event he or she is unavailable.
- Perform other duties as assigned and directed by the Executive Director, or, in the event the Executive Director is unavailable, the President.

Board of Directors

Amy Oppenheimer, *President* • Cynthia L. Remmers, *Vice President* • Sue Ann Van Dermeyden, *Secretary* • Walter Cochran-Bond, *Treasurer* • Barry Chersky, *Assistant Secretary* • Marilou F. Mirkovich, *Assistant Treasurer* • Nancy Bornn • James S. Cawood
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Stephen P. Angelides, *Executive Director*

Qualifications

Proficiency in, or a demonstrated ability to learn, the following skills:

- Website and database administration.
- Bookkeeping using Quick Books online version.
- Customer service and technical support.
- Technical or legal writing and editing.
- Microsoft Office suite, including Word, Excel, Outlook, and PowerPoint.
- Conference and event planning, preparation and support.
- Constant Contact e-mail marketing, surveys, and contact management.
- Social networking, including Twitter, LinkedIn, Facebook, and YouTube.
- Photo and video production and editing.
- Working with graphic designer preparing collateral.
- Working with the leadership and volunteers of a non-profit association.