



Office Coordinator & Events Assistant

POSITION DESCRIPTION

CFEE

**The California Foundation on the
Environment and the Economy**

Founded 1979

920 11th Street
Sacramento, California
www.cfee.net

ABOUT CFEE

Founded in 1979, the California Foundation on the Environment and the Economy (CFEE) is a 501c3 nonprofit that brings together leadership from the labor, environmental, local government, and business communities with California's elected and appointed officials. The Foundation conducts International Study Tours and Domestic Policy Conferences to educate California leaders on the fundamental environmental and economic challenges confronting the state in search of balanced and collaborative solutions.

We make California a better place to live and succeed.

ABOUT THE POSITION

Working out of CFEE's downtown Sacramento Office just steps from beautiful Capitol Park, the **Office Coordinator and Events Assistant** supports both office operations and event coordination. The position manages office supplies, equipment maintenance, and liaises with building management. Additional duties include maintaining contact databases, administering communication systems, and supporting the Board of Directors.

On the events side, the role assists with CFEE's acclaimed International Study Tours and Domestic Policy Conferences by coordinating invitations, managing participant details, and preparing key materials. The position may be asked to work on-site at local conferences to ensure the successful execution of the event.

Exceptional attention to detail, strong organizational abilities, and customer service skills are essential.

This is a **full-time**, non-exempt position that reports to the Senior Director of Research and Operations and under the guidance and close coordination with the Events Director.

The Office Coordinator and Events Assistant maintains a **40 hour/week schedule working from 9-5:30pm**. Occasionally, after normal business hours work may be required.

POSITION RESPONSIBILITIES

GENERAL DUTIES

Under the supervision of the Senior Director of Research and Operations, the Office Coordinator and Events Assistant conducts the following administrative tasks:

- Manage office supplies, subscriptions, and equipment maintenance.
 - Meticulously maintain contact databases, Board materials, and email lists.
 - Oversee office upkeep, including janitorial staff and repairs.
 - Perform light filing and other duties as needed.
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INTERNATIONAL STUDY TOURS

CFEE conducts two International Study Tours every year – one in the spring and one in the fall. A separate, additional research tour is typically conducted in the summer in the United States and Canada.

Duties include:

- Input guest lists, input event details, and send invitations using Filemaker Pro.
 - Track registration details, biographies, emergency contacts, and passports; maintain accurate and detailed records in Filemaker Pro.
 - Prepare travel packets, which include key supplies, luggage tags, name tags, and more.
 - Coordinate and wrap Delegation gifts as requested.
 - After the Study Tour, check in headsets, organize returned materials, and send reunion invites and photo policy books as needed.
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DOMESTIC CONFERENCES

CFEE conducts four Policy Conferences each year, historically held in California or Nevada (Lake Tahoe). Each conference is two days in length attended by 60-120 participants. The Office Coordinator and Events Assistant supports the successful development and execution of the Conference. This position may be asked to be on-site during the conference to ensure a smooth execution of the event. Duties include:

- Manage conference logistics, including invitations, guest lists, and speaker biographies using Filemaker Pro.
- Prepare materials such as name tags, agendas, and travel packets; handle shipping as needed.
- Provide on-site support, assisting participants and producing materials as required.
- After the conference, organize materials, collect name tags, and send thank-you notes.
- Provide additional office and events support for other local workshops, meetings, and events as needed.

PREFERRED EXPERIENCES & SKILLS

- Exceptional attention to detail and accuracy
- Strong organizational skills
- Office environment and/or customer service experience
- Proficiency in Microsoft Suite, including Excel, and Google applications
- Filemaker Pro experience

COMPENSATION & BENEFITS

CFEE offers a competitive salary and benefits package that supports a healthy work-life balance and the professional growth of its employees, ensuring they have access to valuable resources and incentives.

Salary: The starting salary for this full-time role is **\$30/hr**, which amounts to \$62,400 annually.

Regular Raise Opportunities: Annual performance reviews are held to determine salary raises.

Healthcare – CFEE offers comprehensive medical, vision, and dental health care plans at **no or very low** costs to employees. Employee dependents can also access healthcare plans at affordable offerings.

Bonuses: Based on CFEE performance and CEO discretion, annual bonuses may be earned by employees.

Retirement – CFEE offers a robust **401(k) plan with up to a 6% employer match**, helping you build your financial future while maximizing your retirement savings.

Holidays – 10 paid holidays per year. Additionally, CFEE will typically close the office from Christmas Eve through New Year's Day. The President & CEO will determine the office and work schedules for this period on a year-by-year basis and inform the staff with as much notice as possible.

Paid Vacation – Two to five weeks (based upon length of service) of paid vacation. This position will start with two weeks of paid vacation.

Sick Leave – Accrual up to 12 paid sick days per year.

Flexible Spending Accounts – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.

Professional Development – In consultation with your Supervisor, CFEE will fund opportunities to develop your professional skills and experiences.

Other Benefits – Paid parking permit or commuter stipend for public transit usage, life insurance options, hybrid work from home opportunities for established employees.

HOW TO APPLY

Please email your 1) cover letter and 2) resume to CFEE's Human Resources and Financial Director Kristin Mills at kristin@cfee.net. Please include personal/professional references.

HIRING TIMELINE

We will be reviewing applications from mid-March through mid-April. If our team believes you would be a good fit for the position, we will reach out to discuss scheduling an interview in late April/early May.

Our goal is have our new colleague start work by May 12 or shortly thereafter.



CFEE maintains a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state and local laws. To that end, CFEE actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical handicap. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, benefits, and pay. We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas at this time for this position.