Admin Assistant/Event Coordinator

Job Summary

The California Cybersecurity Institute is in need of determined, self-motivated student employees looking to work in an exciting and growing environment.

Responsibilities

- Create, maintain, and enter information into databases
- Set up and manage paper or electronic filing systems, recording, information, update paperwork, and/or maintain documents
- Communication with outside agencies via phone and email
- Assist administrative staff with travel arrangements for executives
- Assist administrative staff in preparing invoices, memos, reports, letters, financial statements, etc.
- Answer phone calls and direct calls to appropriate parties or take messages
- Consult with customers and staff to determine objectives and requirements for events
- Collaborate with construction manager and other relevant parties on cost estimations and project timelines
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, etc.
- Cooperate with marketing and PR to promote and publicize event
- Conduct pre and post event evaluations and report on outcomes

Required Skills

- Effective communicator both verbally and written
- Organized and detail-oriented personality and habits
- Customer service
- Flexibility to change direction and manage conflicting demands
- Comfortable working in a fast-paced, startup work environment
- Ability to learn quickly
- Above average computer skills including Microsoft Office
- Previous management, leadership, and/or event experience a plus