

JOB DESCRIPTION

JOB TITLE: Communications and Human Resources Administrative Assistant

DEPARTMENT: Communications/General Administration

REPORTS TO: President

CLASSIFICATION: Full-Time, Hourly

LOCATION: Visalia, California

SEND RÉSUMÉS TO: gary@citrusresearch.org

SUMMARY

The Citrus Research Board (CRB) is a grower-funded commodity Board that operates under the authority of the California Department of Food and Agriculture Marketing Branch. The CRB's mission is to ensure a sustainable California citrus industry for the benefit of growers by identifying and prioritizing research needs, and investing in and promoting sound science.

The Communications and Human Resource Administrative Assistant will assist the President with human resource and communications duties. This position also has responsibility for minute taking at meetings.

ESSENTIAL JOB DUTIES

Communications

- Citrograph Magazine.
Assists with writing, production coordination, proof reading and editing.
Maintain distribution mailing lists.
- Social Media

Develops social media strategy and implements.
Produces semi-monthly electronic newsletter.

- Press Releases
Composes and distributes press releases as required.
- Event Planning and Production
Provides assistance in planning and producing grower meetings and events.

Human Resources

- Assist with job postings and perform initial screening of applicants for open positions.
- Setup interviews for the President.
- Onboard new employees.
- Assist in maintaining job descriptions, performance evaluations and employee benefits package.
- Maintain employee files, paid-time-off records and annual review of the employee handbook.
- Comply with reporting requirements regarding Form 700s and ethics training for Board members and Corporate Officers.
- Utilize employee leave forms, W-4s, employee deduction authorizations, and notifications of pay changes to prepare a summary spreadsheet for each pay period.
- Coordinate the exit process for terminating employees.

General Administration

- Take corporate minutes during Citrus Research Board meetings. Also, prepare minutes during various subcommittee meetings and submit all to the President for final review and submission in a timely manner to the committee/board members and CDFA.
- Perform other duties as may be assigned by the President.

QUALIFICATIONS

Competencies:

- Clear, effective verbal and oral communication.
- Thoroughness and accuracy.
- Ethical conduct. Ability to exercise confidentiality.
- Ability to create and organize electronic files. Ability to consistently produce corporate and subcommittee minutes in a timely fashion.

EXPERIENCE AND EDUCATION:

College degree plus three years of experience in a similar role required. Experience using Microsoft Outlook, Word, Powerpoint and Excel required. Experience taking minutes for meetings required.

SALARY & BENEFITS

- Expected starting salary: \$20 per hour.
- The CRB provides a comprehensive and competitive benefits package.

EOE STATEMENT

The CRB is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, age, marital status, religion, disability, sexual orientation, pregnancy, or veteran status or other characteristic protected by the law.