



Job Title: Administrative Assistant (Temporary)

Reports To: Chief of Public Health and Safety

Employment Type: Part-Time, Temporary, Non-Exempt

Hourly Rate: \$22.00 - \$29.00/hour

Location: Hybrid - Center for Urban Excellence (CUE) Office and Remote within Solano County

Duration: Through June 2027 (with potential for extension)

Organization Overview

Live. Lead. Thrive.

The Center for Urban Excellence (CUE) is a community-rooted nonprofit advancing equity, resilience, and opportunity for system-impacted youth, adults and families in Solano and Contra Costa counties. Grounded in our mission to champion antifragility, we transform adversity into strength by providing culturally responsive programs that integrate art wellness, workforce development, education, and community healing.

CUE works at the intersection of public health, safety, and economic mobility, supporting young people, adults and families impacted by systemic inequities, violence, and barriers to opportunity. Through trauma-informed care, credible messenger mentorship, and career pathways, we equip participants with the tools to heal, lead, and thrive.

Our work is powered by strong partnerships with community organizations and public agencies, allowing us to deliver impactful programs that bridge gaps in access and create sustainable pathways to education, employment, and long-term stability.

Position Summary

The Administrative Assistant support role for the Vallejo Safety and Healing Collective and the VISIONS Gun Violence Intervention Program is essential to keeping the initiatives organized, responsive, and effective. This role ensures smooth communication, documentation, and operational support across partners while helping CUE leadership move strategic priorities forward.

Essential Job Functions

- Send timely meeting notifications, reminders, and agendas to all members and Impact Teams

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- Attend meetings and record accurate, concise notes
- Capture key decisions, action items, and follow-ups
- Maintain organized records and archives for accountability and continuity
- Manage email communications, updates, and announcements
- Assist in preparing and organizing materials for presentations and trainings
- Provide administrative coordination for cross-sector initiatives (i.e., VSHC Impact Teams)
- Help track deadlines, deliverables, and partnership commitments
- Receive and submit invoices for VSHC/CVI Impact Team organizations.
- Help plan and execute events and workshops by organizing logistics, tracking attendance, and ensuring smooth day-of coordination.
- Collaborate with the Chief of Public Health and Safety to streamline program documentation, maintain participant data, and support internal operations as needed.

Additional Office-Based Essential Functions

- Use of standard office equipment such as computers, phones, copiers, printers, and scanners.
- Frequent use of computer applications including word processing, spreadsheets, email, and database management.
- Perform administrative tasks such as scheduling, reporting, and maintaining electronic records.
- Communicate effectively via email, phone, virtual meetings (e.g., Zoom), and in person.
- Maintain confidentiality in accordance with HIPAA, FERPA, and agency standards.
- Work independently with minimal supervision and as part of a multidisciplinary team.

Physical and Environmental Requirements

- Must be able to sit, stand, walk, bend, and occasionally lift up to 25 pounds.
- Ability to travel throughout Solano County; must have reliable transportation, a valid California driver's license, and proof of insurance.
- This role involves both indoor office work and fieldwork in community settings.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- High school diploma or equivalent required with some college or industry recognized certified. **Preferred:** Associate's degree in Business Administration, Communications, Human Resources, Psychology, Sociology, Criminal Justice, Ethnic Studies or related field.
- 2 years of experience in administration, customer service, business operations, or program coordination (can be substituted with a relevant education transcript).
- Strong written and verbal communication skills with proficiency in business writing and customer service.

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- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook), Google Drive, JotForm, and virtual meeting platforms.
- Basic understanding of Human Resources, accounting principles, marketing, and small business management.
- Ability to multitask, manage competing priorities, and work independently in a fast-paced environment.
- Highly organized, detail-oriented, and proactive with strong problem-solving skills.
- Bilingual in Spanish and English is PREFERRED but not required.

Preferred Skills & Competencies:

- Strong understanding of community development and workforce programming.
- Interest in nonprofit administration, financial management, and community development.
- Experience with event planning, social media engagement, and digital content creation.
- Commitment to community wellness, equity, and violence prevention

Equal Employment Opportunity

CUE is an Equal Opportunity Employer and complies with all applicable federal, state, and local employment laws. We encourage applicants from all backgrounds to apply and do not discriminate based on race, gender, disability, age, religion, sexual orientation, or any other protected status under California law.

Send resume, introduction letter and professional references:

Careers@centerforurbanexcellence.org

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