Job Advertisement

Program Assistant, Equity

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking a Program Assistant to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

The Foundation’s equity programs provide quality resources, educational programs, and training for Community Colleges and the students that they serve, especially those who have been historically underrepresented. We are committed to enhancing existing services that assist students who face barriers to pursuing their academic goals, launching careers, maintaining wellness, and becoming active citizens in local communities.

WHAT YOU’LL DO

The Program Assistant is responsible for providing a wide range of administrative and program support for the Equity Department at the Foundation for California Community Colleges.

WHAT YOU BRING

The Program Assistant will be responsible for processing incoming and outgoing correspondence for the department and keeps Management updated accordingly. Additional responsibilities are below:

- Maintains accurate filing systems with the highest regard for confidentiality.
- Compiles information for the timely preparation of reports and distributes to appropriate individuals within established timelines
- Communicates timely and effectively with internal and external partners and vendors regarding special projects and/or other various documents or processes, including providing necessary information and following
- Assists with accounts payable by processing invoices, interacting with partners and vendors regarding invoice questions, and maintaining financial records
**IDEAL CANDIDATE QUALITIES**

- Strong attention to detail, ensuring that all deliverables and projects are accurate, professional, and up to date
- Some working experience with calendaring and scheduling meetings and coordinating events
- Ability to collaborate effectively as a member of a team
- Ability to build and maintain strong working relationships (internal and external to the team and organization)
- Passionate about providing students with stronger pathways to education and building a more just and equitable California overall
- A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution
- A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to needs identified across the California Community Colleges
- Practices ownership, takes accountability, and has the ability to project manage, prioritize tasks, and deliver quality products on time with limited supervision
- Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders

**WHAT WE OFFER**

You’ll join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor’s Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, campuses, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.

We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > [Program Assistant](#)

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Program Assistant, Equity”.

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