



# Administrative Assistant -Job Posting

## Position Title

Administrative Assistant – Board & Committee Support

## Location

Ogden, Utah (Hybrid/Remote options available)

## Reports To

Statewide Coordinator

## Position Summary

The Administrative Assistant provides high-level administrative, organizational, and communication support to CAP Utah. This role ensures smooth daily operations, supports the Board of Directors and key committees, and contributes to the implementation of CAP Utah's strategic plan.

## Key Responsibilities

- Coordinate and schedule meetings
- Prepare agendas, packets, and minutes
- Track action items
- Maintain organized communication
- Support training, advocacy, conference planning
- Support financial tracking & documentation

## Skills

- Nonprofit admin experience
- Bookkeeping familiarity
- Microsoft Office proficiency
- Communication & professionalism
- Organization & time management

## **Work Environment & Benefits**

- Flexible schedule
- Meaningful community impact
- Mission driven culture

## **Culture of CAP Utah**

Mission-driven, collaborative, equity-focused, community-centered organization supporting nine Community Action Agencies across Utah.

To apply please send resume to Stefanie Jones at [stefanie@caputah.org](mailto:stefanie@caputah.org)