



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