

Start Date November 1st, 2022

Job Description:

The SBCA is seeking an entry level part-time employee to perform a variety of clerical and administrative work, this includes answering phones, making calls, data entry, assisting in some planning/attending events in addition to running errands for the association. We are looking for someone with a flexible schedule, ability to use personal transportation for work errands, and the flexibility to manage an evolving role.

This is an independent role, the ideal candidate will have a willingness to learn, patience with changing tasks and schedule, ability to manage client communications with the knowledge that they represent the Santa Barbara Contractors Association. The ideal candidate will enjoy working with people, have strong communication skills and have a go getter attitude.

We are looking for someone who is interested in growing with the association as we are able and willing to take on new challenges as they progress.

Starting wage is \$15.00 an hour.

Part-time hours: 20-30 hours per week depending on need, minimum 20 hours per week.

To apply please provide a resume and cover letter outlining your experience: work/internship or volunteer experience and why you might be a good fit for the position. Please send resume and cover letter to SBCA Executive Director Jessie Tobin : admin@sbcontractors.org .