



FRANKLIN BOULEVARD BUSINESS DISTRICT

Administrative Assistant Job Announcement Franklin Boulevard Business Association

We're seeking a proactive and self-motivated individual to assist the FBBA Team! This candidate must be an excellent communicator both, verbally and in writing, and be great at providing attention to detail along with the willingness to prioritize tasks. This position will also be responsible for routine administrative duties for our office, answering incoming calls for multiple entities, as well as having a basic competency of Outlook Office & Google Drive.

About the FBBA: Established in 1985, the Franklin Boulevard Business Association (FBBA) is a 501(c)(6) Property-Based Business Improvement District (PBID) and a Business Improvement Area (BIA) in south Sacramento. Centrally located along Franklin Boulevard, the business district is approximately four miles long between Broadway to the north and Turnbridge to the south, and one-mile-wide between Highway 99 to the east and 24th Ave to the west. Considered Sacramento's "Latino District," the Franklin area has a strong emphasis on Mexican and Southeast Asian heritage and culture. Businesses are also predominantly independent and family-owned and operated. FBBA represents the interests of approximately 150 commercial property owners in the PBID and 640 business owners in the PBID/BIA.

Events: Work with staff, partners, and consultants to ensure successful planning and execution of FBBA's Annual Meeting & Luncheon, National Night Out, Back to the Boulevard, and other special events

Candidate Background:

We are seeking a highly motivated, tenacious, and enthusiastic self-starter to help with our organization. Please see below for qualifications.

Preferred candidates will have skills/experience in:

- Bilingual skills in Spanish strongly preferred, but not required
- Microsoft Office and other software programs, and strong writing skills
- Assist FBBA team with duties, as requested, to ensure a smooth operation of Association
- Have great interpersonal and professional phone skills
- Transcribe minutes of meetings
- Availability to work events/functions hosted by the Association

Applications:

Interested applicants should email or mail a cover letter and resume to the Franklin Boulevard Business Association,

5383 Franklin Blvd, Ste. C, Sacramento, CA 95820

or email us at: info@franklinblvddistrict.com