

Administrative Assistant

Lucas Public Affairs is a top California-based public affairs firm that specializes in developing strategic communications to meet clients' business and policy objectives and managing high-level reputation, issues management and crisis communications campaigns.

Position Summary

Lucas Public Affairs (LPA), a strategic communications firm located in downtown Sacramento, seeks qualified applicants for a full time Administrative Assistant to perform a wide range of administrative and communication duties to support the Office Manager, Executive Assistant, Executive team members and office staff. Applicants must possess an AA or bachelor's degree. Prior work or experience in government, communications, public affairs or related fields is a plus.

Responsibilities

- Executive calendar management including scheduling appointments, sending reminders;
- Coordinating and managing travel arrangements, organizing meetings and conference calls;
- Preparing correspondence;
- Conducting research including gathering, compiling and analyzing information;
- Answering multi-line phone system;
- Providing administrative support for client accounts;
- Assist in event planning, organizing onsite and offsite events including catering;
- Organizing and maintaining department files, records and office supplies;
- Tracking/data entry of consultants time;
- Ordering office and kitchen supplies;
- Logistics for possible virtual meetings;
- Set up and management of Zoom/Microsoft Teams meetings;
- General clerical tasks as needed;

Desirable qualifications include:

- Strong verbal and written communication skills.
- Ability to manage multiple projects efficiently and accurately in a fast-paced office environment and in a hybrid model.
- Superior organizational skills and dedication to completing projects in a timely manner.
- Experience with Microsoft Office programs, Google docs and Zoom/Microsoft Teams.
- Regular attendance and timeliness.
- Ability to effectively handle stress and pressure consistent with the job duties and industry.

Core Values | Philosophy

Our core value as a strategic partner is defined not by what we do, but by what we help our clients achieve. Our guiding strategic principle: the pathway to positive change is paved with communications that capitalize on seeing what is possible – and what may unfold – down the line.

Diversity Commitment & Vision

LPA is an equal opportunity employer. LPA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status and other protected status as required by applicable law. At LPA, we have a strategic vision: to be a diverse and inclusive community of passionate, talented people dedicated to delivering creative solutions for our clients. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, political affiliation and all the other enriching characteristics that make us different and inform our point of view.

Benefits

In addition to our positive work culture and team approach, we offer competitive salaries and benefits as well as professional development, mentoring and community engagement opportunities for all team members.

To Apply

Please email a cover letter and resume to LPA@LucasPublicAffairs.com.

Please visit our website to learn more about Lucas Public Affairs at www.lucaspublicaffairs.com.

