



Job Announcement for Administrative Assistant

General Office Management

- Administrative support for Executive Director and executive staff
- Phone calls and GOC email correspondence
Member communication via GOC's broadcast platform
- Supply inventory and ordering
- GOC product fulfillment/inventory
online orders: apparel, books, hats, etc

Field Agent Program & Newsletter Distribution

- Coordinate with "field" agents
- Mail newsletters and materials

General Member Services

- Thank you letters
- Distribute membership cards

QUALIFICATIONS:

- Basic knowledge of Microsoft Suite programs
- Professional phone and communication skills
- Self-starter, ability to work independently and willingness to learn
- Team player mentality, positive demeanor
- Basic knowledge and understanding of Second Amendment issues a plus

52 Gun Raffle

- Process tickets
- Manage sales; coordinate with ticket sellers
- Notify winners and handle prize fulfillment

GOC Special Event Registration

- Oversee ticket sales and spreadsheet
- Manage registration at event check-in and auction purchases
- Input post-event data

Basic Website Posting

- 52 Gun Winners
- News articles, etc

Hours: 25 – 35 per week; potential for flexible schedule an option | Pay: Commensurate with experience.

Submit resume and cover letter to Laurie Paredes at laurie@gunownersca.com

Gun Owners of California is the oldest pro-gun political action committee in the United States of America, having been at the forefront of the battle since assaults on the 2nd Amendment began. We are a grassroots non-profit organization, and we are dedicated to the unequivocal defense of the 2nd Amendment and America's extraordinary heritage of firearms ownership; at the Capitol, in the courts, and through the elections.

GUN OWNERS OF CALIFORNIA

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A Political Committee Dedicated to **Crime** Control – Not Gun Control