



## JOB ANNOUNCEMENT

<b>Title:</b>	Administrative Assistant
<b>Reports to:</b>	Director of the Network of Promotoras & Community Health Workers
<b>FLSA Status:</b>	Non-exempt
<b>Effective Date:</b>	February 1, 2019
<b>Position Status:</b>	Part time (up to 20 hours per week), temporary

### POSITION SUMMARY

Under the general supervision of the director of the network of promotoras and community health workers, the administrative assistant assists in maintaining an effective work flow to support all activities within the network.

### DUTIES AND RESPONSABILITIES

- Maintain accurate records of all regional Network committee members' information and regional activities using the required organizational systems.
- Centralize and organize all support materials for the regional Network committees, i.e. minutes, agendas, work plans, fundraising letter, etc.
- Participate in meetings as requested by the Director and write, edit and send the minutes for these meetings.
- Assist with the coordination of regional coordinators' meetings by sending reminders, reserving a phone line and/or space as well as with the follow up needed.
- Assist members of the regional Network committees by providing them letters of support, fundraising letters, obtaining permits and insurance documents for the activities on their annual work plans.
- Serve as the point person for registration to all Network events; organize the data, generate lists for the key contact for each event and answers questions about the events.
- Serve as the point person to request publicity and reports for events in the Network.
- Maintain constant and effective communication with all staff members and members of our regional Network committees.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

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### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### LANGUAGE SKILLS

Bilingual English-Spanish. Ability to read and interpret documents such as safety rules, operating and maintenance instructions. Ability to write routine reports and correspondence. Ability to speak effectively to members of the general public or employees of organization.

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### MATHEMATICAL SKILLS

Ability to add and subtract two (2) digit numbers and to multiply and divide with 10's and 100's. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

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### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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### COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers. Basic knowledge of social media and cloud-based platforms.

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### CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Valid automobile liability insurance required if driving.

## TRAVEL REQUIREMENTS

This position has minimal travel requirements.

## KNOWLEDGE & OTHER ABILITIES

Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.

Knowledge of correct English and Spanish usage and grammar.

## CORE COMPETENCIES

Ability to establish and maintain effective and collaborative working relationships with co-workers and the general public.

Able to effectively work with overlapping projects and deadlines.

Adaptable and reliable in the face of conflict, crisis, or changing priorities.

Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear and use hands to finger, handle or feel up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## CONTACT

Please forward a resume and cover letter to Ana Velasquez, Executive Assistant at [ana@visionycompromiso.org](mailto:ana@visionycompromiso.org)