



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

Title:	Administrative Assistant
Reports to:	Director of Programs
Effective Date:	February 1st, 2021
FLSA Status:	Short term/ temporary
Position Status:	Full-Time 40hrs per/week

POSITION SUMMARY

Under the direct supervision of the Program Director performs a wide variety of administrative and program support activities. The Administrative Assistant serves as primary administrative support for both internal and external agency transactions. In addition to general clerical duties, the Administrative Assistant assists with administrative projects-based tasks.

ESSENTIAL DUTIES AND RESPONSABILITIES

- Maintain accurate, up-to-date records and files, entering data weekly on all outreach and workshops conducted by the promotoras working under each project, including any documentation regarding the requirements for eligibility and compliance with services.
- Order materials and provide all outreach and education staff with collateral materials for their events and other outreach activities as requested.
- Maintain accurate payroll and reimbursement records for the promotoras working on each project.
- Maintain consistent and constant communication with the Director of Programs and Program Coordinator regarding all program components.
- Assist with organizing meetings and training sessions for multiple programs as well as other agency activities logistics as directed (e.g., scheduling conference rooms, reserving conference lines, coordinating food, transportation, and lodging), and providing administrative support to the staff as needed.
- Schedule, plan and facilitate all meetings with each project team.
- Attend all staff meetings and takes minutes. Distributes approved documents to appropriate members.

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.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

MINIMUM 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.

EDUCATION

There is no minimum educational requirement.

LANGUAGE SKILLS

Ability to speak effectively to grantees, members of the general public, or employees of organization. Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public in English and Spanish. Because of the population served, the ability to read, write and speak in English and Spanish is required.

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.

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.

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers.

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.

OTHER SKILLS & QUALIFICATIONS

- Ability to work independently as well as part of a team. Availability to work up to 40 hours per week.
- Proficiency in the principles and methods of office management and modern office procedures, systems, and equipment.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Knowledge of correct English and Spanish usage and grammar.

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 up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

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 moderate.

CONTACT

Please send resume and cover letter via email to Hugo Ramirez, Director of Programs at hugo@visionycompromiso.org