



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT - TRAINING & EDUCATION DEPARTMENT

Title: Administrative Assistant
Reports to: Training & Education Director
FLSA Status: Non-Exempt
Starting Wage: \$18.00 per hour
Position Status: Full time
Effective Date: September 2021

Visión y Compromiso (VyC) is dedicated to improved community well-being by supporting promotores and community health workers (CHWs). Trusted community leaders, promotores are deeply rooted in their desire to transform their communities into healthier places where all residents can live a healthy and dignified life. VyC is the lead agency in California providing culturally and linguistically relevant training, workforce development, leadership opportunities, and advocacy on behalf of promotores and CHWs as integral to community well-being. The VyC vision, *Hacia una Vida Digna y Sana* (A Healthy and Dignified Life for All), reflects its work to improve economic and health equity for underrepresented communities by enhancing promotores' capacity to serve their community. VyC strengthens the ability of communities to identify issues of concern, confront barriers, propose locally defined solutions, inform policies, change organizational practices, and improve individual and community health.

As a national non-profit organization and a leader in the field of community health, VyC seeks a full-time Administrative Assistant to be responsible for performing a wide variety of administrative and project based support activities. This position will serve as the primary administrative support for internal and external agency transactions. In addition to general clerical duties the Administrative Assistant will aid the Director of Training & Education with project tasks.

A preferred candidate will have a minimum of two (2) years working as an Administrative Assistant. Excellent communication skills will be needed, as well as basic mathematical understanding. Candidates will be expected to have proficiency in reasoning skills as well as computer and technology skills such as word processing, spread sheeting, and presentation software. A bilingual candidate (English and Spanish) is highly desirable.

Applications will open September 15, 2021 until the position has been filled. Please submit a cover letter, resume and any questions to Alma Esquivel via email (alma@visionycompromiso.org). Submissions will be reviewed immediately.

