



## • EMPLOYMENT OPPORTUNITY •

### Family & Community Development Department

#### Administrative Assistant

LOS ANGELES

**Title:** Administrative Assistant

**Reports to:** Family and Community Development Director

**FLSA Status:** Non-Exempt

**Starting Wage:** Commensurate based on experience

**Position Status:** Regular, full time

**Effective Date:** May 31, 2022

As a national non-profit organization and a leader in the field of community health, Vision y Compromiso seeks a full-time candidate to perform a wide variety of administrative duties supportive of the Programs Department in our Los Angeles location.

A preferred candidate will have a minimum of two (2) years of administrative experience. The ability to read, analyze, and interpret reports will be needed. Proficiency using Microsoft Office Suite, Zoom, Google Workspace, and Dropbox are essential to this position. A strong candidate will be highly organized and maintain accuracy with small details. It is important that this individual be able to manage and prioritize multiple tasks at once and still meet set deadlines. A bilingual candidate in the languages of English and Spanish is highly desired due to the population served.

Applications will be open May 31, 2022 until the position has been filled. Please submit resumes and questions to Marisela Blancas via email at ([marisela@visionycompromiso.org](mailto:marisela@visionycompromiso.org)).

Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. Today, we are the only organization in California providing comprehensive culturally- and linguistically-relevant training, workforce development, leadership opportunities, advocacy and support to more than 4,000 promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (Towards a Healthy and Dignified Life) reflects enhancing promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.