



• EMPLOYMENT OPPORTUNITY •

Family & Community Development Department

Administrative Assistant

RIVERSIDE COUNTY -DESERT/EASTERN REGION

Title: Administrative Assistant

Reports to: Family and Community Development Director

FLSA Status: Non-Exempt

Starting Wage: Commensurate with experience

Position Status: Regular, full time

Effective Date: June 23, 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 Family and Community Development Department in the Riverside County Desert area.

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 are open until the position has been filled. Please submit resumes and questions to Marisela Blancas via email at (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.