ADMINISTRATIVE ASSISTANT  
PROGRAMS DEPARTMENT  
SAN BERNARDINO + RIVERSIDE COUNTIES

Title: Administrative Assistant – Programs Department  
Reports to: Regional Programs Manager  
FLSA Status: Non-Exempt  
Starting Wage: $22 per hour  
Position Status: Regular, Full time (40 hrs. per week)  
Effective Date: July 2023  

As a national non-profit organization and a leader in the field of community health, Vision y Compromiso seeks a full time Administrative Assistant who is enthusiastic about working for a growing nonprofit organization. The Administrative Assistant for the Programs Department will be responsible for serving as the primary administrative support for both internal and external agency transactions. In addition to clerical duties, the Administrative Assistant assists with administrative project-based tasks. Common responsibilities include maintaining accurate, up-to-date records and files, entering data weekly on all outreach and workshops conducted by the promotoras for each project, ordering, and providing outreach and education staff with collateral materials for their events, assisting project teams with maintaining accurate payroll and reimbursement records, and scheduling, planning, and facilitating project team meetings.

A preferred candidate will have 1-2 years’ experience in a relevant, administrative role. Must possess the ability to speak effectively to grantees, members of the public and employees of the organization. The ability to read, write and analyze general reports, procedures and regulations is required. Must demonstrate proficiency in MS Office Suite and Google Suite. Candidates should be self-motivated and can work independently as well as with a team. Due to the population served, bilingual English/Spanish is highly desired.

Applications will be open July 1, 2023, until the position has been filled. Please submit resumes and questions to Armando Cerda via email at (armandocerda@visionycompromiso.org).