



## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT

<b>Title:</b>	Administrative Assistant
<b>Starting Wage:</b>	\$22 per hour
<b>Reports to:</b>	Training and Education Director
<b>Location:</b>	Los Angeles Office
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Full Time (40 hours per week)
<b>Effective Date:</b>	February 2024

### ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of 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 our goal of building 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.

### POSITION SUMMARY

Under the direct supervision of the Director of Training and Education the Administrative Assistant performs a wide variety of administrative and 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.

### HOW TO APPLY

Applications will be open February 16, 2024, until the position has been filled. Please submit resumes and questions to Alma Esquivel at ([alma@visionycompromiso.org](mailto:alma@visionycompromiso.org)).

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain accurate, up-to-date records and files, entering data weekly on all outreach and workshops conducted by the department staff 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.
- Assist department staff that supervises promotoras with maintaining accurate payroll and reimbursement records for each project.
- Maintain consistent and constant communication with the Department team 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.

## **EXPERIENCE**

- A minimum of two (2) years of relevant, administrative experience.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

## **LANGUAGE SKILLS**

Ability to speak effectively to grantees, members of the general public, or employees of organization. The 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. Ability to translate written documents and spoken conversations. Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.

## **COMPUTER SKILLS**

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite. Able to adapt to new and changing technology.

## **TRAVEL REQUIREMENTS**

This position has minimal travel requirements.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Proficiency in the principles and methods of office management and modern office procedures, systems, and equipment.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to work independently as well as part of a team.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Highly organized with strong attention to detail.
- Manage and prioritize multiple tasks at once while still meeting deadlines.
- 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 and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 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 these various work environments is typically moderate.

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