



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Title:	Administrative Assistant
Starting Wage:	\$22.00 per hour
Reports to:	Workforce Development Project Manager
Location:	Hybrid, Los Angeles, Sacramento, Tulare, or Fresno Counties
FLSA Status:	Non-exempt
Position Status:	Regular, Full -Time (up to 40 hours per week)
Effective Date:	March 2024 ending on or before July 2025

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 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.

POSITION SUMMARY

Under the direct supervision of the Workforce Development Project Manager 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, specifically for the Training and Workforce Development Promotoras program. In addition to general clerical duties, the Administrative Assistant assists with administrative projects-based tasks.

HOW TO APPLY

Applications will be open March 7, 2024 until the position has been filled. Please submit resumes and questions to Amparo Ostojic via email at (amparo@visionycompromiso.org)

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work in collaboration with the admin in charge of data to maintain up-to-date records and files, entering data weekly on all outreach and workshops conducted by the promotoras 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; maintain an inventory of the program materials and work in collaboration with the coordinator to make the necessary purchases.
- Support with creation of social media content regarding the programs.
- Maintain accurate payroll and reimbursement records for the promotoras working on each project.

- Assist with organizing training sessions for multiple programs as well as other agency activities logistics as directed (e.g., scheduling conference rooms, reserving conference lines, coordinating travel arrangements, food, transportation, and lodging), and providing administrative support to the staff as needed.
- Schedule and plan logistics to all meetings with each project team. Attend all staff meetings and take minutes. Distributes approved documents to appropriate members.
- Maintain consistent and constant communication with the Department team regarding all program components.

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. Including mobile applications
- 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.
- Social media use and management
- 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 quiet to moderate.

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