



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Title:	Administrative Assistant – Level 1
Reports to:	Workforce Development Director
FLSA Status:	Non-Exempt
Position Status:	Regular, Full Time, Hourly
Wage Range:	\$24.00 - \$27.60/hour (The selected applicant's starting wage will be determined based on the applicant's educational background, relevant experience, and tenure within the organization, in alignment with internal equity considerations.)
Effective Date:	August 2025
Location:	Remote from a home office in Los Angeles County, with the ability to travel in person to our LA office an average of once per week as needed, to help organize materials for events.
Schedule:	Typically Monday-Friday during normal business hours (8am – 5pm Pacific Time).

Position Summary

Under the direct supervision of the Workforce Development Director, 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 Workforce Development Promotora programs. In addition to general clerical duties, the Administrative Assistant assists with administrative projects-based tasks.

How to Apply

Applications will be open July 23, 2025, until the position is filled. Please submit resumes and questions to Miriam Hernandez at (miriam@visionycompromiso.org).

Essential Functions, Duties, and Responsibilities

Record Keeping

- Maintain accurate, up-to-date records and files, entering data at least weekly on all outreach and workshops the promotoras working for the Workforce Development Department.
- Maintain accurate payroll and reimbursement records for the staff working on each project.

Administrative Support

- 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.
- Assist with organizing meetings and training sessions for multiple programs as well as other departmental activity 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.
- Create social media content for the programs as needed.
- Assist the Workforce Development Director with scheduling and creating agendas for department team meetings.
- Attend all staff meetings and takes minutes. Distribute approved documents to appropriate members.

Compliance and Goal-Meeting

- Consistently meet all assigned productivity and outcome goals
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the Director of Community Wellness for this position.

Additional Duties

- Provide support to other departments as needed
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available
- Provide general and administrative support to the Workforce Development Director, and designated staff as requested.
- Other duties as 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.

Required Competencies

Education/Experience

- There is no minimum educational requirement.
- A minimum of two (2) years of relevant administrative experience.

Skills

- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotora Model or other community leadership models and its role in creating health equity, nationally and internationally.
- Strong attention to detail, organizational abilities, and effective establishment of priorities.
- Proficiency in the principles and methods of office management and modern office procedures, systems, and equipment.
- Adaptable and reliable in the face of conflict, stress, 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.
- Ability to manage and prioritize multiple tasks at once while still meeting deadlines.

Language Skills

- Because of the population served, **the ability to read, write, and speak fluently in English and Spanish is required.**
- Ability to accurately and efficiently translate written documents and interpret spoken conversations.
- Knowledge of correct English and Spanish usage and grammar.
- Ability to speak effectively to grantees, members of the general public, and employees.
- The ability to read, analyze and interpret general reports, procedures, and regulations.
- Ability to complete reports and write business correspondence.

Computer Skills

- Effective, efficient, and confident skills in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite.
- Effective and confident skills with popular social media platforms such as Facebook, Facebook Messenger, Instagram, and WhatsApp for the purpose of sharing content.
- Able to adapt to new and changing technology.

Certificates, Licenses, and Registrations

- Valid Driver's 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.

Physical and Mental Demands

- Must be able to remain in a stationary position up to 90% of the time.
- Occasionally moves about inside home office to access file cabinets, office machinery, etc.
- Must be able to recognize stakeholders and inspect printed paperwork.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Must be able to multitask without loss of efficiency or accuracy.
- Must be able to work and sustain attention with distractions and/or interruptions.
- Must be able to maintain regular attendance and be punctual.
- Must be able to understand, remember and follow verbal and written instructions.
- Must be able to complete assigned tasks without direct supervision.
- Must be able to exercise independent judgment and make decisions.
- Must be able to perform under stress and/or in cases of urgency.
- Must be able to perform in situations requiring speed, deadlines, or productivity quotas.

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.

Work Environment

- This job operates primarily remotely from an approved remote or home office, with occasional travel for meetings in the organization's offices, community partner offices, hotels, or conference centers.
- The noise level in this work environment is typically quiet.

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.

Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

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