



POSITION: ADMINISTRATIVE ASSISTANT

REPORTS TO: OPERATIONS MANAGER

PRIMARY RESPONSIBILITY

ADMINISTRATIVE ASSISTANT WILL PROVIDE ADMINISTRATIVE SUPPORT TO THE CEO AND OPERATIONS MANAGER. DUTIES INCLUDE GENERAL CLERICAL, RECEPTIONIST AND PROJECT WORK AS NEEDED.

RESPONSIBILITIES:

- PROVIDE ADMINISTRATIVE SUPPORT TO ENSURE EFFICIENT OPERATION OF THE OFFICE.
- PROVIDE FRONT-DESK COVERAGE BY MANAGING PHONE LINES AND ANSWERING DOORS
- ANSWER AND DIRECT PHONE CALLS, TAKE MESSAGES, AND RESPOND TO INQUIRIES.
- MANAGE CALENDARS, SCHEDULE APPOINTMENTS, AND COORDINATE MEETINGS.
- PREPARE AND DISTRIBUTE CORRESPONDENCE, MEMOS, AND REPORTS.
- MAINTAIN FILING SYSTEMS AND ORGANIZE DOCUMENTS.
- PERFORM DATA ENTRY AND UPDATE DATABASES AS NEEDED.
- GREET AND ASSIST VISITORS IN A PROFESSIONAL AND FRIENDLY MANNER.
- HANDLE INCOMING AND OUTGOING MAIL AND PACKAGES
- ASSIST WITH PROOFREADING DOCUMENTS FOR ACCURACY AND CLARITY.
- COORDINATE SPECIAL PROJECTS AND ENSURE DEADLINES ARE MET.
- ORDER AND OVERSEE OFFICE & BUILDING SUPPLIES, MAINTAINING INVENTORY AND ANTICIPATING NEEDS
- ENSURES OPERATION OF OFFICE EQUIPMENT
- SUPPORT TEAM PROJECTS AND ASSIST WITH EVENT PLANNING.
- OTHER DUTIES AS ASSIGNED

QUALIFICATIONS:

- PROVEN EXPERIENCE AS AN ADMINISTRATIVE ASSISTANT OR IN A SIMILAR ROLE.
- PROFICIENT IN USING MICROSOFT OFFICE SUITE (WORD, EXCEL, POWERPOINT).
- FAMILIARITY WITH GOOGLE SUITE (DOCS, SHEETS, SLIDES) IS A PLUS.
- STRONG ORGANIZATIONAL SKILLS WITH THE ABILITY TO PRIORITIZE TASKS EFFECTIVELY.
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS.
- ATTENTION TO DETAIL AND PROBLEM-SOLVING ABILITIES.
- ABILITY TO MULTITASK AND WORK WELL UNDER PRESSURE.
- KNOWLEDGE OF OFFICE PROCEDURES IS PREFERRED.
- BILINGUAL IS REQUIRED.



THIS POSITION OFFERS THE OPPORTUNITY TO WORK IN A TEAM-CENTRIC, MISSION-BASED ENVIRONMENT WHERE YOUR ORGANIZATIONAL SKILLS WILL BE VALUED. IF YOU WANT TO BE PART OF A DYNAMIC TEAM THAT WORKS HARD TO HELP CHILDREN IN NEED WITH EXCELLENT COMMUNICATION SKILLS AND ATTENTION TO DETAIL, WE WOULD LOVE TO HEAR FROM YOU AND ENCOURAGE YOU TO APPLY. **PLEASE SUBMIT YOUR RESUME ALONG WITH A COVER LETTER DETAILING WHY YOU BELIEVE THIS IS THE JOB FOR YOU.**

KNOWLEDGE AND SKILLS REQUIREMENTS

EDUCATION: HIGHSCHOOL DIPLOMA OR GED REQUIRED

BILINGUAL - ABILITY TO READ, WRITE, AND SPEAK SPANISH AND ENGLISH IS STRONGLY PREFERRED.

A VALID DRIVERS LICENSE IS REQUIRED.

OFFICE HOURS: 8:00 AM TO 4:00 PM MONDAY-FRIDAY.

BENEFITS/COMPENSATION:

SALARY \$34,000-40,000 ANNUAL SALARY

HEALTH INSURANCE

DENTAL INSURANCE

(16) PAID TIME OFF DAYS IN FIRST YEAR

(13) PAID HOLIDAYS

VISION INSURANCE

401(k)

EMPLOYER PAID LIFE & SHORT-TERM DISABILITY INSURANCE