



CAREER OPPORTUNITY

Administrative Assistant

FULL TIME POSITION 40 hours per week between 9:00AM – 5:30PM on weekdays, 100% In Person

Evening and weekend hours as necessary

\$20.00/hour with medical, dental benefits and generous paid time off including sick/vacation/Federal holidays

POSITION SUMMARY Responsible for ongoing support to President/CEO and all office staff. Develop and distribute informational training flyers; create and update training materials; update workshop content on website calendar; ensure office needs are met; responsible for monthly electronic newsletter and social media updates; backup support to Receptionist/Intake Coordinator; administrative support to Operations Manager for accounting and clerical needs.

SKILLS

- Excellent organizational and communication skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Requires initiative, accuracy, creativity, diplomacy, discretion, personal judgment, and professional appearance and conduct.
- Must have extensive computer experience and skilled in the use of software programs such as MS Word, PowerPoint, Publisher and Excel. Experience with WordPress, Constant Contact, Zoom and Canva a plus.

ESSENTIAL FUNCTIONS

- Respond to direct requests for information and/or forward messages to appropriate staff
- Assure that materials for meetings, trainings and activities are prepared accurately and in timely manner
- Create flyers for workshops and trainings and distribute via Constant Contact and website
- Create and update training materials using PowerPoint
- Responsible for monthly electronic newsletter
- Responsible for social media posts on Facebook, Instagram and LinkedIn
- Assist the President/CEO in preparing materials for the board of directors, schedule and coordinate logistical arrangements for meetings
- Update online website calendar for all scheduled workshops and update website content as needed
- Administrative support to Operations Manager for accounting and clerical needs
- Maintain inventory, purchase, acquire and accept deliveries of office supplies and resources
- Maintain and update administrative data logs and reports
- Provide backup support to Receptionist/Intake Coordinator for calls and family assignments
- Support fundraising initiatives and activities.
- Other tasks and duties as necessary for program support

MINIMUM QUALIFICATIONS

- Minimum two years' office administrative support experience in general office management, preferably with a nonprofit organization
- Experience with content creation, strong editorial skills
- College degree in related field or experience equivalent
- Sensitivity to different cultures
- Bilingual in English and Spanish
- Must have a current driver's license and reliable transportation
- Requires the ability to transport and lift up to 10-15 lbs.

E-mail resumes to hmaizvargas@ptopmiami.org