



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.
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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
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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