



## **CAREER OPPORTUNITY**

### ***Administrative Assistant***

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**FULL TIME POSITION** 40 hours per week between 9:00AM – 5:30PM on weekdays, 100% In Person  
Evening and weekend hours as necessary  
\$19.00/hour with medical, dental benefits and generous paid time off  
including sick/vacation/Federal holidays

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**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.

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#### **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](mailto:hmaizvargas@ptopmiami.org)**