

ADMINISTRATIVE ASSISTANT – AVENIDA GUADALUPE ASSOCIATION, INC.

Location: San Antonio, TX 78207 **Salary:** \$11-\$13/hr

Status: Full-Time **Job Category:** Non-Profit

Work Experience: 3+

Education Level: Community college or related experience in relevant secretarial, administrative or office management area.

The Administrative Assistant (A.A.) directly assists the President/CEO and Program Managers with efficient office secretarial, coordinated communications, staff travel and logistic support of organizational priorities, and overall general office operations support. Office services include administrative and program file management, maintaining office-operating policies, and assuring coordinated and professional communications with neighborhood constituents, City staff, and the Board of Directors. The A.A. also assists with information management (computer and manual systems), and general supervision of any research interns where applicable.

ESSENTIAL JOB FUNCTIONS:

1. Types and assists with preparation of correspondence, memorandums, contracts, reports, proposals, etc. for the President/CEO, all Program Managers, and other staff as needed.
2. Performs basic bookkeeping duties under supervision of Operations/Finance Director, when needed. Assists with payroll, purchasing, records control, and projects and budget accounting operations. Oversees established procedures that implement office operational support.
3. Assists in compiling and organizing data and information of operating programs. Prepares and maintains a file system for the Avenida, which includes both hard copy files and computerized files.
4. Answer telephone calls, greet visitors, answer basic questions about Avenida, and refers same to appropriate staff.
5. Provides authoritative information that promotes efficient and effective coordination of program activities and special events. Assists in the coordination of special events/projects such as the annual 16 de septiembre Celebration and the scheduling of the Plaza Guadalupe and the Progreso Community Hall.

6. Coordinates and provides semi-professional services for staff meetings, board meetings, committees, including but not limited to transcribing board minutes, taking minutes of meetings, preparing agendas, etc.
7. Performs related duties as assigned.

JOB REQUIREMENTS:

1. This position requires 3+ years in senior secretary and/or office manager responsibilities. Experience working in a non-profit environment is highly desirable.
2. Knowledge and experience in general office services – file management, effective phone communications, office inventories, and secretarial support.
3. Proficient skills in Microsoft Office applications, specifically Word, Excel, PowerPoint and Outlook. Proficient skills in the use of the World Wide Web for information retrieval and on-line processing. Intermediate skills in web page design preferred.
4. Supervisory ability or experience preferred.
5. Strong organizational skills and the ability to manage multiple tasks.
6. Must possess effective written and oral communication skills. The ability to speak and communicate effectively in Spanish and English is required. Ability to exchange non-routine information using tact and persuasion as appropriate. Ability to share information with a variety of audiences, including federal, state, and local policy makers, researchers, media, advocates, business groups, and direct service providers.
7. Willingness to work a flexible schedule to include some evening meetings and occasional job duties on weekends and/or holidays. Commitment to inner-city community development.
8. Must possess a valid Class “C” Texas Driver’s License or obtain a valid Class “C” Texas Driver’s License within thirty (30) days after becoming a resident of the State of Texas.

This position reports to the Management Team. Office is located in attractive facility with free parking. The Avenida is an equal opportunity employer.

Please submit a resume, a letter of interest, and three references to Avenida Guadalupe Association, 1313 Guadalupe Street, Suite 100, San Antonio, TX 78207 or oramirez@avenidaguadalupe.org.