CHWCMR Administrative Assistant

Our growing non-profit organization is seeking to hire a part-time (pay for services, expected 4 hours to full-fill task everyday) Administrative Assistant to provide support to our administrative team. CHWCMR implements evidenced-based programs led by our Community Health Workers (CHW’s) that covers topics such diabetes, influenza, pesticide awareness, oral health, and COVID-19. This position involves working closely to directly assists the Executive Director and BOD Chair. This position will also be responsible for monitoring project plans, schedules, ethical issues, budgets, and expenditures, organizing and participating in all requires meetings as biweekly staff meeting, Monday meeting with administrative team and support all BOD meetings to ensure the projects deadlines are met in a timely manner. In addition, this position will be in charge to send monitoring donations and send thanks letters to grantors and donors.

To be successful as an administrative assistant, you will need to be able to work on tight deadlines, be fluent in Spanish, be competent in using Microsoft Office applications such as Word, PowerPoint, Outlook, and Excel, and have exceptional verbal, written, and presentation skills in Spanish and English. In addition, this position requires familiarity with design programs, mass email programs and canvas.

Other responsibilities:

* Maintaining and monitoring project plans, schedules, work hours, budgets, and expenditures
* Organizing, attending, and participating in required staff and BOD meetings
* Documenting and following up on important actions and decisions from meetings
* Preparing informational materials for social media
* Ensuring project deadlines are met
* Preparing weekly updates to CHW’s
* Preparing monthly newsletters
* Sending timely responses to donors, grantors, and CHW’s
* Providing administrative support to the executive director and board chair
* Talking minutes for required meetings
* Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project in our google drive
* Create a calendar for fulfilling each goal and objective
* Developing an own program for Los Originals CHWs radio.

Requirements:

* Bachelor’s degree preferred, preferably in public health or related field. Two years’ experience, preferably in a non-profit organization or working with underserved communities
* Bi-lingual Spanish/English required
* Exceptional verbal, written and presentation skills
* Ability to work effectively both independently and as part of a team
* Experience using computers for a variety of tasks
* Competency in G-suite, Mailchimp and Canva and Microsoft applications including Word, PowerPoint, Excel, and Outlook, Asana, Wix., and Point 6.
* Knowledge of file management, minutes, and other administrative procedures
* Ability to work on tight deadlines
* To work virtually four days a week and 1 day face-to-face in the office during the COVID-19 pandemic

**Other responsibilities:**  
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Managing your agenda, scheduling meetings.  
-Create a weekly blog post.  
-Develop a radio program (available day: Tuesday from 8:00 am - 12:00 pm.)  
-Prepare a presentation for the general meeting (biweekly) with the CHW.  
-Support in the Coordination of events associated with CHWCMR  
  
Note:  
It is important to inform in the contracts that CHWCMR does not provide technological tools to the contractor such as: Computer, design programs and others.

Salary: $20/hour after first week of training.

Period of Probation with evaluation 3 months

For more information about our mission, vision and values visit our website *www.chwcoalition.org* or visit us on Facebook

Interested applicants should send a resume with 3 references to:  
ileanaponce@chwcoalition.org

CHWCMR is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environmental for all who works with us.

**COVID-19 precautions**

* Remote interview process
* Virtual meetings
* Face-to-face one day final interview