JOB POSTING

JOB TITLE: Administrative Assistant (Qty:1) LOCATION: 23 Broadway, Newark, NJ 07104
DIVISION/OFFICE: Youth, Family and Health Services FLSA STATUS: Non-exempt
EMPLOYMENT TYPE: Full-time SOC CODE: 43-6010
REPORTS TO: Division Director COMPENSATION: $29,120 – $33,280

BEFORE: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:
• Under the general direction of the Division Director, the Administrative Assistant will provide office and administrative support to the Division as well as customer service to program participants.

RESPONSIBILITY AND DUTIES:
• Responsible for answering, screening and transferring all incoming calls
• Takes clear and concise messages, ensuring the intended recipient receives them
• Initiates preliminary screening process with walk-in clients and directs to appropriate Manager
• Performs general clerical duties including photocopying, typing, scheduling and faxing
• Types and designs general correspondence such as memos, agendas, forms, surveys, excel spreadsheets, presentations, charts, etc.
• Opens, sorts and distributes incoming and outgoing correspondence
• Maintains supplies and equipment inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies
• Ensures operation of equipment and coordinates maintenance as necessary
• Prepares mailbox labels for new employees and maintain mailbox area clean and organized at all times
• Responsible for maintaining signage and literature in reception area in a presentable and up to date condition
• Develops and maintains a professional relationship with clients, ensuring boundaries upheld
• Attends mandatory professional development trainings as needed
• Administers and observes the organizations office operations, policies and procedures
• Volunteerism is encouraged during La Casa’s sponsored events
• Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa’s program and increase participant numbers
• Other duties may be assigned to meet business needs

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:
• Associate Degree in Social Services with one year work experience in a non-profit environment preferred or possession of a High School Diploma, or equivalent, with 2 years of relevant work experience.
• Must have a valid New Jersey Driver’s License.
• Bilingual in English and Spanish is required.
• Excellent verbal and written communication skills required.
• Strong organizational, telephone and customer service skills.
• Must complete a fingerprinting background check and Child Abuse Record Information (CARI) Form as required by the State of NJ.
• A problem solver and self-starter who demonstrates the ability to think fast on his/her feet, a team player, able to multi-task, and attentive to detail.
• Familiarity with non-profit training or social service organizations.
• Good interpersonal, written and verbal communication skills.
• Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and Internet.
• Must be detailed oriented and able to multitask.
• Ability to take initiative, work independently and work in a team environment.
• Must be able to work in a fast-paced environment.
• Professional attire required.
• Required to sit and walk for long periods of time.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCHEDULE:
• Monday – Friday, 9:00am - 6:00 pm (Schedule may vary according to meet Youth, Family and Health Service’s needs)

TO APPLY:
• Email your resume with cover letter to: yfhsrecruiting@lacasanwk.org
• Only candidates being considered for an interview will be contacted.
• Open Date: September 24, 2019

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasanwk.org