

JOB ANNOUNCEMENT

Administrative Assistant (\$16.44)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We're currently searching for two candidates who **enjoy assisting families and children, have a warm and friendly personality with excellent organization skills**, is passionate about serving the Newark community, and is able to work at the **87-89 St. Francis** or the **167-174 Roseville Avenue** Headstart locations.

Apply now so you can become part of our ever growing organization.

KEY DUTIES:

- Responsible for answering, screening and transferring all incoming calls as well as taking phone messages when necessary.
- 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.
- Assist with the preparation of the Division's informational packages (*i.e. student enrollment package, parent handbook, etc.*).
- Responsible for maintaining and tracking all center licenses and permits and assisting the Center Director with renewal submissions.

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, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.

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

HOW TO APPLY:

Email your cover letter and resume to

Ecdrecruiting@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Associate Degree or Bachelor's Degree in Liberal Arts or related field

Bilingual Spanish a plus but not required

Experience working as administrative assistance at least 3 years

Experience working with community and families

SCHEDULE:

Monday – Friday

8:15am – 4:15pm

Schedule may vary accordingly to meet division's needs