

JOB ANNOUNCEMENT

Administrative Assistant (\$15.50-\$16.50)

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 someone who **enjoys assisting families and children, has a warm and friendly personality with excellent organization skills**, is passionate about serving the Newark community, and is able to work at one of our centers.

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

HOW TO APPLY:

Email your cover letter and resume to

wmelendez@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

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

Experience working as administrative assistance at least 3 years

Experience working with community and families

KEY DUTIES:

- Performs general clerical duties including but not limited to photocopying, scanning, faxing and greeting of guest.
- Responsible for answering, screening and transferring all incoming calls and taking phone messages when necessary.
- Responsible in maintaining office, classroom and cleaning supplies inventory. Prepare Purchase Requisition or work orders when needed.
- 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.*) and preparing reports as needed.
- Responsible for maintaining and tracking all center licenses, and permits. If applicable, completion of online application and scheduling of inspectors visits.

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

SCHEDULE:

Monday – Friday

8:15am – 4:15pm

Schedule may vary accordingly to meet division's needs