

# JOB ANNOUNCEMENT

## Administrative Assistant (\$18.13)

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 staff and clients, has excellent organizational and communication skills, is able to work in a fast-paced environment**, is passionate about serving the Newark community, and is able to work at our **75 Park Avenue** location.

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

### KEY DUTIES:

- Performs duties such as typing, filing, scheduling, and ordering supplies.
- Handles correspondence and assembles highly confidential and sensitive information.
- Regularly manages internal and external phone calls.
- Types and designs general correspondence, memos, spreadsheets, charts, etc.
- Works independently and within a team on projects as required.
- Administers and observes the organizations office operations, policies, and procedures.

*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](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[Fiscalrecruiting@lacasanwk.org](mailto:Fiscalrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

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

High school graduate or equivalent (GED) with one year of administrative experience preferred

Proficient in Office 365, MS Outlook, Word, PowerPoint, and Excel and able to type 40 wpm

Excellent verbal and written communication skills

### SCHEDULE:

Monday – Friday

9:00am – 5:00pm

*Schedule may vary accordingly to meet division's needs*