



JOB TITLE: Administrative Assistant

FLSA STATUS: Exempt

REPORTS TO: Executive Director

SALARY RANGE: \$27,000 - \$30,0000

JOB LOCATION: Austin, TX

WORK WEEK: Full-time, M-F with some weekends/evenings as needed

SUMMARY

The Administrative Assistant is a significant role for Con Mi MADRE that delivers measurable and efficient results supporting the mission and vision of the organization. The AA provides professional executive, administrative and programming support to Executive Management in a well-organized and timely manner. As the first impression of the organization's office, the AA embodies a level of professionalism and a standard of excellence.

JOB DUTIES

- Perform administrative duties for Executive Management with sensitivity to confidential matters as required.
 - Manage calendars, assist with travel plans, coordinate general meetings and events for the organization, including researching prices
 - Manage office phone by screening calls and checking voicemails from program participants, donors, volunteers, school contacts, etc. and directing them to appropriate departments
 - Oversee office mailings as well as general Con Mi MADRE emails and direct inquires to appropriate personnel
 - Print materials for Executive Management and staff as requested
- Working under the direction of the Executive Director, support tasks related to the Board of Directors.
 - Assist with the preparation for board meetings; board packets, name tents, assist with board minutes.
- Performs support functions for each department head during onboarding process, using utmost confidentiality as needed.
 - Assists new employees with office keys, business cards, MVR data etc.
- Support Director of Finance by processing expense reports; depositing checks for all three Con Mi MADRE chapters (Central Texas, El Paso, and Fort Worth)
- Processes expense reports for staff. Manages checks received, deposits, and scans to Executive Management.
- Provides Programming staff with phone, email, and mail support. Assists families to register for events.
- Maintain office supplies by checking inventory and ordering items



MINIMUM QUALIFICATIONS

- H.S. Diploma or GED, *Associate Degree Preferred*
- 2-3 years Office Administration experience
- Required: Bilingual in English and Spanish
- Strong computer skills
- Strong interpersonal skills
- Ability to work well with all levels of internal management, staff, outside clients, vendors, community members and board members.

KNOWLEDGE/SKILLS

- Excellent written and verbal interpersonal communications skills
- Strong organizational and time management skills
- Ability to effectively work in a team environment
- Ability to effectively work independently and take the initiative
- Professional demeanor
- Proficient in Microsoft Office products

PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position 75% of the time
- Must be able to remain standing for 25% of the time
- Must be able to lift between 15 to 25 lbs of materials
- Constantly operates a computer and other office machinery (printer/scanners)

HOW TO APPLY

To apply for this position, please email cover letter and resume to info@conmimadre.org.