



<b>Job Title:</b>	Office Assistant (OA)
<b>Reports to:</b>	Chief Operating Officer
<b>Salary Range:</b>	Commensurate with Experience
<b>FLSA Status:</b>	Exempt
<b>Job Location:</b>	Austin, TX
<b>Work Week:</b>	Full-time, M-F, with some weekends/evenings as needed

## **SUMMARY**

The Office Assistant role is an important role in the organization of Con Mi MADRE that is experiencing growth and expansion. The OA delivers measurable and efficient results that support the mission and vision of the organization. The OA provides professional executive and administrative support to the Chief Operating Officer in a well-organized and timely manner. As the first impression of the organization's office, the OA will embody a level of professionalism and a standard of excellence.

## **ESSENTIAL DUTIES**

- Perform administrative duties for executive management, with sensitivity to confidential matters as required.
- Manage calendars, screen calls; assist with some travel plans, coordinate meeting and event arrangements; and other tasks as requested.
- Working under the direction of the COO and/or the Executive Director, support tasks related to the Board of Directors.
- Accept flexible work hours, as some evenings and weekends will be required.

### **Administrative Responsibilities**

Office Administrative and Management Support. Processes check requests and expense reports for staff. Manages checks received, deposits, and scanned to Executive Director. Verifies staff monthly mileage requests and check disbursements.

### **Program Responsibilities**

Keeps program database current with participants. Assists alumni committee, researching alums and updating contact information.

Provides support for program signature event, registration, family sponsorship, reminders, and follow-up.

Assists with contract and payment for conference college trips. Provides program staff with phone, email, and mail support. Provides attendance and evaluation reports to Program Director.

## **QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS**

- 2-3 years Office Administration experience, bi-lingual
- Requires strong computer and Internet research skills, excellent interpersonal skills, and project coordination experience.
- Ability to work well with all levels of internal management and staff, outside clients and vendors.

## **HOW TO APPLY**

To apply for this position, email cover letter and resume to [Casi@conmimadre.org](mailto:Casi@conmimadre.org). You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200 , Austin, Texas 78744.