

## Executive Assistant

The Executive Assistant position is an Administrative level position that works closely with and supports the President/CEO of the organization and collaborates with members of the Executive Management Team to carry out specific tasks, duties, and assignments.

**Reports to:** President/CEO

Candidates for this position must:

- have at least an Associates Degree; Bachelors preferred, in Business, Office Management, Public Relations, Communications, or related field, with minimum 2 years experience as an assistant
- Bilingual in Spanish and English.
- Strong oral and written Spanish and English skills
- Excellent interpersonal and public speaking skills
- Experience working with the Latino community is desirable.
- Must be creative, social, energetic, self-motivated, organized, flexible, resourceful, detail-oriented, and a strategic thinker
- Must be up-to-date with technology & current events; proficient in Microsoft Office, Workplace, Google Suites, and most social media platforms (Facebook, Instagram, LinkedIn, Twitter, etc)

Duties of the position:

- **General Administrative Duties:** Answer and make phone calls; redact letters/emails/documents in Spanish and English; maintain the President/CEO's calendar; maintain files; make copies and scans; send faxes; prepare presentations, reports, and files using Powerpoint, Word, and Excel; maintain database up to date with contacts, allies, donors, etc.; track online donations and registration; send donor tax receipt letters; write up agendas and minutes for the Executive Management Team meetings, personnel meetings, and zoom meetings; prepare classrooms for meetings; ensure materials/food for meetings; prepare materials for director meetings, for staff retreats, etc.
- **Internal Communications:** Participate in the organization's Executive Management Team; manage and maintain Workplace communication platform; execute internal communication posts between staff members for organizational issues, events, assignments, etc.; ensure that departmental profiles are complete and delete inactive accounts; send internal emails to staff; keep Employee Manual, Policies & Procedures, forms, and other documents up to date; coordinate the orientation of new staff and volunteers.
- **Public Relations:** Work with the Communications Team for external messaging through media communications; coordinate programming for our radio program; create connections with other organizations, universities, agencies, etc.; attend meetings as needed.

This is a salaried position with benefits, such as: paid vacation, health insurance, dental, vision, etc.

To apply send cover letter and resume/CV to [eposada@elcentronc.org](mailto:eposada@elcentronc.org)



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