



## Job Description

### Job Title

**Program and Administrative Assistant – National Latin@ Network**

**1 FTE**

### **Location**

St. Paul, MN

### **Reports To**

Director, Implementation & Social Change

### **Position Description**

This position is responsible for project administrative support for the Technical Assistance Team and works directly with other NLN program staff and consultants to maximize productivity and promote achievement of Casa de Esperanza's goals.

### **Functions**

- Administrative support for Technical Assistance Team and other NLN program staff as needed:
  - Manage schedule, meetings, contacts, travel arrangements, telephone calls, mail and email.
  - Edit and produce well-designed, error-free correspondence and other documents.
  - Take minutes and notes in conference calls and meetings, as needed.
  - Maintain working and historical files.
  - Ensure support is provided in a timely manner.
  
- Program Staff/Consultant Support
  - Edit and produce well-designed, error-free documents in a timely manner.
  - Prepare for and schedule meetings, trainings and events; arrange agendas, materials and mailings.
  - Monitor phone calls, emails and mail and channel to appropriate staff member.
  - Assist in and/or prepare various reports in a timely manner.
  - Maintain statistical reporting database. Prepare quarterly Statistical Reporting, as needed.
  - Assist with preparation of program materials.
  - Work with Accountant to organize and maintain documents.
  - Provide technical support and coordination for the NLN Webinars, Blog Talk Radio sessions and conference calls.
  - Provide logistical support to conferences and other meetings, including coordinating and booking participants' travel, acting as primary contact person for hotels and traveling to meetings to provide in-person administrative support.
  
- Teamwork Environment
  - Use team resources to effectively fulfill responsibilities and agency goals.
  - Promote cooperative efforts in effective communication, meeting challenges and decision-making.
  - Provide support and an atmosphere for open communication.
  - Assist coworkers in remaining outcomes-focused and grounded in the agency mission.
  - Model a positive work environment that embodies Latin@ cultural strengths, interdependence and communalism.
  
- Other duties as assigned.

## Qualifications

- Education and Experience
  - Minimum of a two-year vocational or technical degree in secretarial or related field.
  - Two years post administrative support experience.
  - A combination of education and experience providing equivalent knowledge.
  
- Skills and Abilities
  - Ability to model behavior consistent with the Casa de Esperanza mission.
  - Skills in effective oral and written communication
  - Ability to manage or coordinate multiple priorities/projects and ensure work is completed in a timely and productive manner.
  - Attention to detail.
  - Understanding of importance of maintaining confidentiality.
  - Knowledge of, and ability to apply office and business management procedures, and to use computer and other technical resources effectively to accomplish work.
  - Ability to travel to various locations for regular meetings and events.
  - Knowledge of *InDesign* and *Filemaker* a plus.
  - Ability to communicate in both English and Spanish is not mandatory, but is a plus.

## Working Conditions

Casa de Esperanza: National Latin@ Network strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and participants regardless of race, religion, language, age, country of origin, sexual orientation, family status, or gender identity.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

## To Apply

Send your resume and cover letter to Carol Zapfel at [czapfel@casadeesperanza.org](mailto:czapfel@casadeesperanza.org).