



Improving the quality of life for Hispanics/Latinos through promoting community inclusion, education, health and multicultural understanding

Job Title: Executive Administrative Assistant

POSTING DATE: November 4, 2015

Application Deadline: November 20, 2015

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Brief Description:

The Executive Administrative Assistant is an energetic person with a combination set of skills to handle community event organization and general administration. The ideal candidate for this position is someone who can oversee the detailed data collection, administrative, and special event management work required. It is preferred that the candidate is fluent in Spanish and English, and has experience working with the Hispanic population.

Tasks involve: office and administrative needs; organization of events; manage contacts/sponsors with businesses and organizations for memberships and any additional support needed on behalf of the Hispanic League.

Location: Hispanic League Office, 690 Coliseum Drive, Winston Salem NC 27106

Hours/Days: Monday - Friday 9:30AM – 1:30 PM or 10:00 AM – 2:00 PM
(Occasionally may work weekends and/extended hours)

Status: Part-time; Non-Exempt (20 hours per week)

Starting Salary: \$10.00 per hour

Reports to: Executive Director

Minimum Qualifications:

- Associates degree with three years of related experience, or an equivalent combination of education and experience preferred.
- Strong interpersonal, organizational, verbal and written communication skills.
- Spanish language reading and writing proficiency with ability to communicate in both languages is a plus!
- Valid NC Driver's License and transportation

Essential Functions:

- Assists executive director in coordinating all administrative functions.
- Data entry for memberships and donations in Salesforce and generate reports as needed
- Thank you letters and correspondence with sponsors, donors, board
- Filing, copying, nametags, update Hispanic League passwords, board meeting preparation
- Post events on community websites, send press releases, notify sponsors of events
- Answers phone calls, takes messages and respond appropriately
- Track and maintain contact with Alumni in coordination with the Scholarship Committee.
- Run errands for post office, bank deposits, picks up/delivery of supplies, etc. as needed.
- Greets visitors to the office in a pleasant and professional manner.
- Tracks and monitors news clips about programs.
- Assists with preparing grant applications
- Performs other related duties as assigned.

Knowledge/Skills/Abilities:

- General knowledge of office management procedures and techniques.
- Ability to organize office workflow and prioritize work assignments.
- Attention to detail.
- Ability to demonstrate effective communication skills both verbally and in writing.
- Proficiency in the use of computer equipment and software (e.g. digital cameras, copier- scanner), and other peripheral office equipment.
- Proficiency in Microsoft Office, web browsers, Adobe Suite and other software programs. The Hispanic League uses SalesForce and i-Contact.
- Ability to update skills on a continual basis.
- Ability to type 50 words per minute accurately.
- Ability to interact with sponsors, board of directors, staff, and those with diverse backgrounds.
- Ability to work some evenings and weekends as required.

Submit Application or Resume to:

Mari Jo Turner
Executive Director
Hispanic League
690 Coliseum Drive
Winston-Salem, NC 27106
Phone: 336.770.1228
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www.hispanicleague.org