

# EL CENTRO de la RAZA

## JOB SUMMARY

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### GENERAL INFORMATION

**Position Title:** ADMINISTRATIVE ASSISTANT

**Pay Grade:** 4

**Pay Status:** Executive \_\_\_\_\_ Management \_\_\_\_\_ Staff  X   
Contract \_\_\_\_\_ Exempt \_\_\_\_\_ Non-Exempt  X

**Reports To:** Director of Jose Marti Child Development Center at Hirabayashi Place

**Date Summary Established:** 3/16

**Last Revision Date:** 8/18

**Written By:** Human Resources Administrator

**Approved By:**

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### VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

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### POSITION SUMMARY

The Administrative Assistant supports the director of the Jose Marti Child Development Center at Hirabayashi Place with student enrollment and family support; performs tasks and assists the director of JMCDC with other administrative duties.

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### ESSENTIAL FUNCTIONS

- Assists prospective families with internal application process; identifies the specific needs of families and provides appropriate financial assistance program resources as needed.
- Supports families, identifies appropriate subsidy programs, and provides specific assistance resources such as City of Seattle and Washington State DSHS Subsidized Programs.
- Maintains and provides appropriate resources and information to the families; Familiarizes with community resources and assists families.
- Assists families to help navigate the program application process, ensures and follows through during/after the application process.
- Maintains a daily to-do work log and establishes daily priorities to ensure an organized workload.
- Provides staff support to the Director by answering and returning phone calls, screening new families and gathers information for the waitlist, filing, letter writing,

errands, time cards, database entry, research, and other miscellaneous administrative duties.

- Maintains presence of front desk to welcome families and provides information, tours, and resources as needed; collects tuition or co-payments and provides receipts and follow-up as appropriate.
- Assists with maintaining children's files current in collecting information on physicals, dental exams and immunization records.
- Assists with billings for the childcare program to the appropriate funders.
- Assists families and teachers with the "KinderConnect" electronic attendance program.
- Ensures that the main entrance of the Child Development Center is secure for the safety of the children.
- Maintains a filing system for all forms, applications and documents relevant to the functioning of the childcare program.
- Develops flyers and other marketing tools for the outreach and enrollment of children, maintains an enrollment waitlist.
- Works collectively with Director to plan, support market and carry out yearly enrollments.
- Keeps outreach and recruitment plan updated in conjunction with the Director.
- Assists with preparation and delivery of afternoon snack on a daily basis.
- Performs other duties and responsibilities as assigned.

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## **MEASURABLE STANDARDS**

- Exercises initiative in independent problem solving, skillful organizing and performing multiple tasks within the expected timeline.
- Demonstrates ability to maintain composure and work effectively in stressful situations.
- Must be able to maintain a neat and orderly work area.
- Ability to work cooperatively in a high-volume, fast-paced environment, and work well under pressure with the Director.
- Well-developed proof reading & review skills.
- Must be able to maintain confidences and handle highly confidential materials.
- Must perform in a professional manner at all times.

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- B.A. degree required.
- Five years of work experience in an office environment and adherence to office protocol.
- Strong computer skills in Microsoft Windows & Excel.
- Must possess strong written and oral communication & coordination skills.
- Strong writing skills and previous grant writing skills a must
- Bilingual Spanish/English

- Maintains a valid driver's license and proof of insurability.

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## **WORKING CONDITIONS/ENVIRONMENT**

Works in a general office environment a minimum of 40 hours per week. Works a flexible schedule, normally 9 a.m. to 6 p.m. Some flex-scheduling for attendance at parent meetings and other events.

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## **NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. This position is subject to evaluation after 6 months.

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## **BENEFITS**

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

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## **APPLICATION PROCESS**

Please send resume to Shannon Armstrong at [sarmstrong@elcentrodelaraza.org](mailto:sarmstrong@elcentrodelaraza.org), or stop by El Centro de la Raza at 2524 16<sup>th</sup> Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4626.

