



A voice and a hub for the Latino community as we advocate on behalf of our people and work to achieve social justice.

Job Description

Position Title: ADMINISTRATIVE ASSISTANT JMCD

FLSA Status: FULL TIME, Non-Exempt

Department: Jose Marti Child Development Centers

Reports to: Cedar Crossings Site Director – Jose Marti Child Development Centers

Pay Range: \$24.76 to \$27.00 (including Hazard pay 50% of the time) hourly Depending on Education and Experience

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Provides administrative support to the Jose Marti Child Development Site Director

ESSENTIAL QUALIFICATIONS:

- B.A. degree required.
- Work experience in an office environment and adherence to office protocol.
- Strong computer skills in Microsoft Word & Excel.
- Must have very strong written and oral communications & coordination skills
- Bilingual Spanish/English required.
- Maintains a valid driver's license and proof of insurability.
- Background check meeting minimum licensing requirements to work in a child-care facility.

Additional Preferences and Responsibilities

- Accounting experience a plus.

ESSENTIAL FUNCTIONS:

- Maintains a daily to-do work log and establishes daily priorities to ensure an organized workload.
- Provides staff support to the Site Director by answering and returning phone calls, screening new families and gathering information for the waitlist, filing, letter writing, errands, timecard entries, database entry, research, and other miscellaneous administrative duties. Translation of documents from English to Spanish as needed for Jose Marti parents.
- Maintains presence of front desk to welcome families and provides information.
- Assists with maintaining childrens' files current in collecting information on physicals, dental exams and immunization records.
- Assist with the ProCare billing system for the child-care and after-school to families.
- Assist with billings to the appropriate funders.

- 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 & after school programs.
- Develops flyers and other marketing tools for the outreach and enrollment of children.
- Assists with grant writing.
- Works collectively with Site Director, family support specialist and program administrator to plan, market and carry out yearly enrollments.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Exercises initiative in independent problem solving, skillful organizing and performing multiple tasks within expected timelines.
- 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 must be able to work well under pressure.
- Well-developed proof reading and review skills.
- Must be able to maintain confidences and handle highly confidential materials.
- Must be self-directed and able to work with all types of individuals.
- Ability to work collaboratively and effectively with internal and external staff.
- Must perform in a professional manner at all times.
- Maintains a work pace appropriate to a give workload.
- Ability to make decisions without immediate supervision and/or notify supervisor if appropriate.
- Ability to perform simple to complex and varied tasks.
- Must demonstrate a strong initiative and be a team player.
- Must be dependable, honest, and able to work alone.

WORKING CONDITIONS:

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

This position requires a state 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.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to lift up to 30 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

Covid-19 Vaccination Requirement:

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

El Centro de la Raza offers the following benefits to full-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Contact Information

To apply for this job please send your resume, cover letter and our employment application to:

Hilda Magana, JMCDC Director, hmagana@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file