



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

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Position Title: OFFICE CLERK JMCDC

FLSA Status: FULL TIME, Non-Exempt

Department: Jose Marti Child Development Centers

Reports to: Director Jose Marti Child Development Centers

Pay Range: \$ 18 to \$22 hourly Depending on Education and Experience

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### **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:**

The Office Clerk supports the day-to-day functions of the Jose Marti Child Development Center, performs tasks and supports the director of the Jose Marti Child Development Center with other administrative duties.

### **ESSENTIAL QUALIFICATIONS:**

- A.A. degree and at least 5 years of work experience.
- Bilingual English/Spanish both written and oral fluency preferred.
- Knowledge of filing systems or willingness to learn.
- Work experience in an office environment and adherence to office protocol.
- Must be computer literate and proficient in Word, Excel and database systems.
- Must have very strong written and oral communications & interpersonal skills
- Must be self-motivated and able to work independently.
- Background check meeting minimum licensing requirements to work in a child-care facility.

### **ESSENTIAL FUNCTIONS:**

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Nonprofit Tax ID: 91-0899927

- Serves as the receptionist for the front desk at the Plaza Roberto Maestas center. Opens the door and greets/provides customer services to parents and guardians. Answers the phone.
- Provides administrative support to the director; taking phone calls and notes.
- Maintains and provides appropriate resources and information to families, tour prospective families as needed.
- Serves as the main point of contact for the KinderConnect, electronic attendance program. Attends appropriate workshops and seminars as needed to maintain supportive roles as POC for KinderConnect system.
- Collects and manages the tuition payments and co-payments for the JMCDC families and generates receipts. Assists with billings for the After-school program; directs fundings to the appropriate funders.
- Performs direct assistance to the director of JMCDC in maintaining of highly confidential and sensitive documents: Maintains and organizes children's enrollment and health records (CIS), and the City of Seattle and the State of Washington DSHS subsidy related records.
- Supports the director in the situations of emergency, incorporates trained knowledge and provides support to the appropriate emergency procedures.
- Completes clerical and routine projects as assigned, includes writing and translating documents related to the child development center.
- Maintains files and records as instructed, keeps files and documents organized
- Scans and photocopies files, maintains copy machine and supplies for the office.
- Creates and updates files with documents/records.
- Develops an efficient filing system to make updating and retrieving files easier.
- Special projects as assigned.
- 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.
- Must have strong customer service skills and strong writing skills.
- Must be able to work independently and as part of a team.
- Must be able to maintain confidences and handle highly confidential materials.

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- 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 given 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.
- Ability to work in a multi-cultural/multi-ethnic environment.

**WORKING CONDITIONS:**

Works in a general office environment 40 hours per week. May require a flexible schedule.

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.

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**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.

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**Contact Information**

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

Hilda Magana, JMCCDC Director, [hmagana@elcentrodelaraza.org](mailto: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