



Job Description – Administrative Office Assistant

Status: Non-Exempt

Staff Type: Term / Full Time

Hourly Pay: \$13.00 - \$15.00 DOE

Partnership for Community Action (PCA) has worked to build strong, healthy communities in Albuquerque's South Valley and across New Mexico since 1990. PCA focuses on critical community issues like education, economic and health equity, and immigrant rights. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods and in New Mexico.

Our mission is to build strong, healthy communities throughout New Mexico by investing in people and families, supporting people to become strong leaders in our neighborhoods and in our state.

We envision strong, healthy communities in which everyone has access to quality education, wellness and economic opportunity, starting locally and spreading across New Mexico.

Summary

We are seeking an organized and proactive office assistant to join our team. The selected individual will work directly with our office staff to ensure all administrative tasks are efficiently and effectively implemented. Must have strong interpersonal skills, the ability to manage multiple tasks at once, and a wide breadth of experience managing clerical responsibilities.

Duties and Responsibilities

1. Coordinates and performs a range of staff and/or operational support activities for the organization; may serve as a liaison with other organizations on basic administrative and/or operational matters.
2. Greets and directs visitors; resolves routine administrative problems and answers inquiries concerning activities and operations; accepts, screens, and routes telephone calls; maintains log of inquiries as required.
3. Performs a wide variety of typing assignments, which are sometimes confidential in nature. Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established organizational policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings.
4. Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities, which may include coordinating travel and lodging arrangements.
5. Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquiries; operates a variety of office equipment.
6. Implement and monitor programs as required, and see the programs through to completion.
7. Generate memos, emails and reports when appropriate.
8. Assume responsibility for inventory and maintenance of office equipment.
9. Maintain office supplies by checking inventory and ordering items.
10. Performs miscellaneous job-related duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.

Minimum Job Requirements

Partnership for Community Action is an Equal Opportunity Employer





- High school diploma or GED; at least 2 years of experience directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Extensive knowledge of Microsoft Suite and other administrative programs
- Excellent customer service skills
- Self-starter who works well independently
- Ability to prioritize given tasks and work efficiently towards completing them
- Familiar with common office equipment (printers, copier, fax, etc.)
- Detail-oriented and exceptional organizational skills
- Experience with complex file management
- Strong problem solver and analytical thinker

Preferred Qualifications

- Bilingual English/Spanish

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

Application Instructions

Please send a cover letter and resume to Lizzet Vargas @ lizzetv@forcommunityaction.org. Best consideration date: October 8, 2021

Position open until filled.

