



Administrative Assistant

Job Description

Department:	Life Empowerment Department
Reports to:	Life Empowerment Director
Supervises:	N/A
Grade:	8
FLSA Status:	Exempt
Effective Date:	January 2024

Job Summary

Provide administrative support to the Director of Life Empowerment. This position requires the incumbent to efficiently manage specific responsibilities and ensure a smooth workflow. The person must be professionally savvy and a quick thinker who thrives on a challenge. Candidate must be able to handle a fast-paced environment, multitasking with exceptional follow-up skills and dedication to the task at hand.

Essential Functions

Specific Responsibilities

- Welcomes guests and customers by greeting them, in person or on the phone, answering or directing inquiries
- Ensure safety and upkeep of MOB building by reporting issues to Maintenance in a timely manner
- Coordinate calendar and scheduled meetings for the Director of Life Empowerment
- Review and maintain all Expense Requests from the Life Empowerment staff in digital tracker
- Manage Monthly Duties Tracker and ensure that Monthly Reports and Invoices are prepared and submitted on time
- Organize, maintain and update a variety of files and databases, including departmental Contract Management System files
- Prepare & Distribute Team Meeting Agendas and Meeting Minutes
- Respond to telephone calls and e-mails and other digital queries and correspondence.
- Maintain confidentiality at all times.
- Receive, prioritize and assign cases sent from Reception to case managers
- Work on special projects as assigned
- Maintain departmental reports as needed
- Handle other tasks as assigned



Knowledge, Skills and Abilities

- Strong communication skills
- Must be proficient in Microsoft Office applications and internet applications
- Requires discretion, judgment, tact, poise and flexibility in accomplishing assigned tasks
- Must be able to work independently
- Must be able to research issues as needed to gain a fuller understanding of matters at hand and provide support as needed
- Flexibility to handle constantly changing priorities and effectively manage workflow
- Strong interpersonal skills
- Ability to prepare and write routine reports and correspondence
- Ability to maintain confidentiality on all matters
- Ability to meet established deadlines
- Ability to coordinate and arrange meetings, conferences, travel and similar activities
- Have excellent planning and organizational skills
- Must be bilingual (English and Spanish) and have an understanding and familiarity working in the Latino community

Qualifications

Education: Associates degree in secretarial science or related field with 2-3 years' practical experience; or equivalent combination of education and experience

Being fully bilingual (English and Spanish) and have an understanding and familiarity working in the Latino community

Previous experience and successful interactions with management and executives across all levels, including board members and donors

Previous experience developing, tracking, and managing programs budgets and program expenses

Computer literate with emphasis on database management, excel, publisher, etc.



Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
Physical Requirements				
Sitting - required to sit for extended periods of time without being able to leave the work area			X	
Standing – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.		X		
Walking – required to walk considerable distances in the facility during the course of work.		X		
Lifting – required to raise or lower objects from one level to another regularly.				
Up to 10 pounds			X	
11 to 20 pounds		X		
21 to 30 pounds		X		
31 to 50 pounds		X		
51 to 75 pounds (team lifting as appropriate)	X			
76 to 100 pounds (team lifting required)	X			
Carrying – required to carry objects in arms or on the shoulder.		x		
Pushing – required to exert force up to ___ lbs so that an object can be moved away.		X		
Pulling – required to exert force up to ___ lbs so that an object can be moved towards employee.		X		
Climbing – required to climb and work in overhead areas.	X			
Balancing – required to move between objects or work in overhead areas.	X			
Stooping – required to bend forward by bending at the waist.	X			
Kneeling – required to move or support self on knees.	X			
Crouching – required to bend the legs or spine.				
Crawling – required to work in confined space and move about on hands and knees.	X			
Reaching – required to use hands and arms to reach for or place objects.		X		
Feeling – required to discriminate between varying textures.	X			
Grasping – required to pick up objects with fingers.	X			
Substantial Movements – required to perform substantial movement (motions) of the wrists, hands, and/or fingers.	X			



Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
Eye, Hand, Foot Coordination – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.	X			
Motor Coordination Skills – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.	X			
Color Determination – required to identify colors through vision.	X			
Near Acuity – required close, clear vision with or without correction.				X
Depth Perception – required to distinguish depth.				X
Tasting – required to distinguish differences in quality of flavors using the tongue.	X			
Smelling – required to distinguish differences in quality or type of odors using the nose.	X			
Workplace Environmental Conditions				
Noise Conditions – exposed to sound levels sufficient enough to cause hearing loss or fatigue.	X			
Extreme Heat – exposed to high temperatures that result in significant body discomfort.		X		
Extreme Cold – exposed to low temperatures that result in significant body discomfort.		X		
Vibration – exposed to repetitive vibrations.	X			
Atmospheric Exposures – exposed to dusts, fumes, vapors or mists that could affect health.	X			
Other				
Hearing: requires ability to hear well enough to converse with staff and vendors.				X
Speaking: requires the ability to converse with staff and vendors.				X



Supervisor's Approval:

President/CEO's Approval:

Signature

Date

Signature

Date

Employee's Acknowledgement:

I have received, reviewed and fully understand the job description for the Administrative Assistant. I further understand that I am responsible for the satisfactory execution of all duties identified therein, under all conditions as described. I acknowledge LACC's right to amend, change, and alter my actual job duties as well as update this job description as needed.

Signature

Date

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of LACC.