



Job Title: Administrative Assistant

Department: Administration

Reports To: CEO

Effective Date: September 1, 2021

Organization Profile:

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER's objective has been to empower Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities on Chicago's southwest side, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

Job Summary:

PODER's administrative assistant will be a self-starter as well as an effective team player, motivated by the opportunity to contribute to the growth of the organization. This position provides support to the CEO and management team through a variety of tasks related to organization and communication, ensuring efficient day-to-day operations. The administrative assistant will be able to communicate effectively via phone, email and standard mailed materials in both English and Spanish, be responsible for confidential and time-sensitive material (paper and electronic), and will be familiar with not-for-profit organizational settings.

The administrative assistant is a full-time salaried position and reports to PODER's CEO.

Duties & responsibilities include, but are not limited to:

- Organize and schedule CEO meetings and appointments
- Answer and direct phone calls appropriately
- Reply to voicemail inquiries and missed calls from prospective and current students
- Cover reception duties as needed
- Execute administrative office duties such as filing, copying, scanning, mail sorting, etc.
- Write and prepare mailings
- Provide general support to visitors
- Record meeting minutes accurately
- Preparing marketing and outreach materials for distribution and events, including translating, printing and copying
- Regularly update inventory of all office supplies, textbooks and related materials
- Order office supplies, textbooks and related materials as needed
- Verify receipt of office supplies, textbooks and related materials, and resolve discrepancies
- Ensure operations of office equipment and make maintenance calls as needed
- Prepare all organization's general information for annual audits, policies and procedures manual, annual reports, and other documentation
- Prepare confirmation letters for grants, contracts and other contributions to the audit
- Utilize Quick Books to scan and upload receipts
- Prepare check mailings
- Prepare and scan deposits, bills, invoices, and related matter, file and save in BOX
- Enter data in Salesforce in a timely and accurate manner



Required Skills & Abilities:

- Bilingual Spanish/English preferred
- Excellent written communication skills
- Excellent organizational skills and acute attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Salesforce and Microsoft Office Suite or related software applications

Education and Experience:

- Bachelor's degree in Communication, Business Administration or related field preferred
- Prior experience in a not-for-profit setting preferred

Physical Requirements:

- The administrative assistant position is clerical and primarily a sedentary role and may require sitting or standing for extended periods of time

Equal Employment Opportunity Statement

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.