



## POSITION DESCRIPTION

**JOB TITLE:** Receptionist and Administrative Assistant

**REPORTS TO:** Program Director

**ANNUAL SALARY:** 40 hours/week @ \$17-\$20/hour

**STATUS:** non-exempt

**LOCATION:** MICOP Office in SBC: 108 Pine St., Santa Maria 93454

**Please send resume and cover letter to:** [hr@mixteco.org](mailto:hr@mixteco.org)

### ORGANIZATION SUMMARY:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) aids, organizes and empowers Ventura County's indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

### POSITION SUMMARY:

The Reception and Administrative Assistant is responsible for greeting and assisting clients in a friendly and professional manner, and providing administrative and clerical support for MICOP's programs and administrative staff.

### RESPONSIBILITIES:

- Answering phones, transferring calls to appropriate staff and taking detailed messages
- Greeting clients when they arrive and alerting appropriate staff to receive clients
- Interacting directly with clients in a courteous, respectful manner
- Working with clients to set up appointments as needed.
- Provide general administrative and clerical support to staff
- Maintain clean and welcoming office spaces
- Entering information in MICOP's database
- Tracking data in database and creating reports as needed
- Provide language interpretation as needed
- Other requests related to the above responsibilities as needed

### QUALIFICATIONS:

- Passion and commitment to MICOP's mission to support, advocate, and empower the indigenous, migrant community in the Central Coast
- Excellent customer service and interpersonal skills
- Prompt and reliable
- Trilingual in English, Spanish and Mixteco language
- Strong organizational and time management skills
- Computer skills – MS Office
- Ability to use various database programs
- High level of accuracy in all data entry
- Proficiency with English and Spanish writing skills
- Must be able to lift up to 50 lbs.
- Ability to work independently
- Critical thinking and analytical skills