



POSITION DESCRIPTION

JOB TITLE: Receptionist and Administrative Assistant

DEPARTMENT: Administration

REPORTS TO: Program Director

SALARY: \$17/hr-\$21/hr

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: MICOP Office, Santa Maria

STATUS: Non-Exempt

HOURS OF WORK: Full Time, 40 hours per week

HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY: Open until filled

ABOUT MIXTECO INDÍGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Summary

The Receptionist and Administrative Assistant is responsible for greeting and assisting MICOP clients, visitors, and business partners in a friendly and professional manner. The person in this role provides administrative and clerical support for MICOP's programs and administrative staff.

Responsibilities

- Answer, transfer calls, take messages and relay to staff.
- Greet clients when they arrive, communicate to staff who receive clients.
- Interact directly with clients and provide information as needed.
- Manage Subtext application (including, but not limited to accurate data entry, sending out mass emails, responding to incoming messages), and additional duties, as needed.
- Work with clients to set up appointments, as needed.
- Assist clients with paperwork, as needed.
- Provide general administrative and clerical support to MICOP staff.
- Maintain a clean and welcoming office space.
- Enter information in MICOP's database.
- Track data and create reports, as needed.
- Provide language interpretation, as needed.

- Perform other tasks and follow up on requests, as needed.
- Assist clients with paperwork (i.e., EDD, passport, and completing job applications).
- Assist clients with making phone calls and appointments at other agencies.
- Schedule MILA appointments for walk-in clients.
- Update Santa Maria office staff on relevant issues, as needed.
- Place supply orders for Santa Maria office staff.
- Track office supplies and send receipts to the finance department.
- Maintain and update a list of outside resources for client referrals.
- Other duties as assigned.

Requirements

- Trilingual in English, Spanish and Mixteco language.
- Commitment to MICOP's mission of supporting, empowering and organizing the indigenous migrant community.
- Excellent interpersonal, verbal, written (English and Spanish) and listening skills.
- Be courteous and respectful to people.
- Provide excellent customer service to MICOP clients.
- Prompt and reliable-on time and able to follow through tasks to completion.
- Be organized and manage time effectively.
- Competent computer skills – MS Office Suite with ability to learn and use database programs.
- Ability to pay attention to detail, focus and be accurate with data entry.
- Must be able to lift up to 20 lbs.
- Able to work independently and with minimal supervision.
- Possess sound judgment and decision making ability, critical thinking and analytical skills.
- High School Diploma or equivalent, GED.
- Minimum one year previous experience working in an office environment in an administrative support capacity, preferred.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY.**