



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Administrative Assistant II

DEPARTMENT: Administrative

PROGRAM: Reception/EFSP-Oxnard (Magnolia Office)

REPORTS TO: Operations Manager

SALARY: \$22/hr-\$26/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, Oxnard

STATUS: Non Exempt

HOURS WORKED: 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

Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

ABOUT MIXTECO INDIGENA 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 Administrative Assistant is responsible for receptionist duties including 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.
- Work with clients to set up appointments, as needed.

- Assist clients with making phone calls and appointments at other agencies.
- 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.
- Manage EFSP rental assistance program when MICOP receives funding - interview applicants, track in UWRAD database, maintain hard copy files for reporting purposes.
- Place office supply orders for MICOP office, receive and distribute orders as needed.
- Track office supplies and send receipts to the finance department.
- Update office staff on relevant issues, as needed.
- Create informational flyers, as needed.
- Assist clients with completing paperwork
- Communicate with the Operations Manager or MICOP IT if emergencies or maintenance issues arise.
- Maintain and update a list of outside resources for client referrals.
- Other duties as assigned.

Requirements

- Ability to read, write and speak English and Spanish required
- Must speak an indigenous language (example: Mixteco or Zapoteco).
- Commitment to MICOP's mission of supporting, empowering and organizing the indigenous migrant community.
- Excellent interpersonal and listening skills.
- Able to work independently and with minimal supervision.
- Be courteous and respectful to people.
- Provide excellent customer service to MICOP clients.
- Prompt and reliable-on time and able to follow through on tasks to completion.
- Be organized and manage time effectively.
- Computer skills-Competent in MS Office Suite and Google Workspace with the ability to learn and use database programs.
- Ability to pay attention to details, focus on tasks and be accurate with data entry.
- Possess sound judgment and decision making ability, critical thinking and analytical skills.
- Must be able to lift up to 20 lbs.

Experience

- 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**