

Senior Administrative Assistant Education and Career

About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college.

Position Description

The Administrative Assistant provides administrative support to work force development and both youth and adult education programs. The Administrative Assistant is a full-time position that reports to the Director of Education. Work hours are Monday-Thursday 11am-7pm, and Fridays 10am-6pm. Occasional later evenings as required.

Essential Duties and Responsibilities

- Provide front office reception and answer phones during programming
- Communicate with students, parents and adults in educational or workforce development programs
- Coordinate parent meetings and program events
- Create and manage shared calendar between all three programs and monthly snack calendar for youth education program
- Monitor work orders and order supplies for all programming
- Provide administrative support to Director of Education and Career
- Provide research around community organizations
- Assist in data input as needed
- Perform other related duties as assigned

Knowledge, skills and abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- High level of proficiency in Microsoft Word, Excel and Outlook
- Ability to follow directions and complete work with high level of accuracy
- Ability to maintain confidentiality and practice good judgement
- Excellent time management skills, and ability to manage multiple projects
- Exceptional verbal and written communication skills
- Detail oriented

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- Typing skills
- Ability to establish positive relationships with students, families, staff, and volunteers
- Ability to manage stressful situations effectively
- Valid CA Driver's License and reliable transportation required

Education and Experience Requirements

- Associate's or Bachelor's Degree, or pursuing a degree
- **Spanish fluency – reading, writing and speaking (required)**
- Minimum of 2 years experience as an administrative assistant
- Minimum of 1 year experience working with low-income youth or students of color preferred
- Experience working with Salesforce and/or other CRM preferred

Compensation

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 15 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume and cover letter to HR@canalalliance.org. Only electronic applications will be accepted. (Keep it green!) Please indicate "Sr. Admin Assistant – YOUR NAME" in the subject line of your email.

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