

**Administrative Assistant
Immigration and Social Services Department**

About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college, and gaining career-path employment. Because when we support immigrants, Marin becomes a place where everyone can live, learn, work, and succeed.

Position Summary

The Administrative Assistant facilitates the efficient operation of the Immigration and Social Services department by performing a variety of clerical and administrative tasks, and offering high-level office support to the Director and Senior Managers.

Essential Functions:

- Supports administrative needs of the Director of Immigration and Social Services by professionally answering phones, taking minutes at meetings, and coordinating calendars, including meetings and appointments
- Creates flyers, newsletters, and brochures for the Immigration and Social Services Department
- Creates Power Points and other presentations for the Director
- Receives and screens the Director's incoming calls and ensures appropriate follow-up to requests
- Makes travel arrangements and creates expense reports for the Director
- Coordinates and schedules meetings for the Program's Senior Managers
- Inventories supplies and reorders as necessary
- Assists with department technology requests and purchase orders

Other Responsibilities:

- Other duties as assigned by supervisor

Education and Experience

- High school diploma. AS or AA preferred
- 1 year of experience as an Assistant in a fast-paced environment

Qualifications- Skills, Knowledge, behaviors

- Strong verbal communication and expert writing skills
- Excellent organizational skills with an ability to work quickly, independently and with attention to detail
- Ability to take initiative and show good judgement
- Strong technical skills, Microsoft Office Suite (Word, Outlook, PowerPoint and Excel).
- Bilingual Spanish/English – **preferred**
- Ability to maintain strict confidentiality

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Canalalliance.org

Compensation

This is a full-time 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, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 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 “**Admin Assistant – YOUR NAME**” in the subject line of your email.