

Education and Career Administrative Assistant

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 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. Work hours are Monday-Thursday 11am-7pm.

Essential Duties and Responsibilities

- Supports administrative needs of the Education and Career by professionally answering phones, taking minutes at meetings, and coordinating calendars, including meetings and appointments
- Provide front office reception for the educational building
- Coordinates education building calendars between youth education, ESL, and workforce development
- Coordinates and schedules meetings for the program's Senior Managers as needed
- Inventories supplies and reorders as necessary
- Assists with department technology requests and purchase orders
- Organizes technology needs of students and ensures devices are tracked
- Translates in meetings and/or programmatic materials
- Creates daily presentations of events happening in the building and in the community in English and Spanish to be displayed upon entrance
- Supports with student/family phone calls for attendance as needed
- Participation and organizational support in Education and Career staff meetings/ professional development

Other Responsibilities:

- Other duties as assigned by supervisor

Education and Experience

- High school diploma (AS/AA or higher preferred)
- 1 year of experience as an assistant in a fast-paced environment
- **Spanish fluency – reading, writing and speaking required**

Qualifications, Skills, Knowledge, and Abilities

- Strong professionalism
- Strong verbal communication and expert writing skills
- Strong collaboration skills

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- 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).
- Ability to maintain strict confidentiality
- Ability to establish positive relationships with students, families, staff, and volunteers
- Culturally responsive and growth mindset
- Ability to manage stressful situations effectively
- Valid CA Driver's License and reliable transportation required
- Experience working with Salesforce and/or other CRM preferred

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 "EDU Admin Assistant – YOUR NAME" in the subject line of your email.