

Job Description: Program Assistant



Status: Full-time

Salary: \$40,000-45,000, depending on experience

Location: Esperanza United's main office is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

Reports to: Community Health and Wellness Manager

Position overview

This position is responsible for supporting the training and technical assistance projects of Esperanza United to ensure effective and efficient operations. The person who is best suited to fill this critical role must have excellent written and organizational skills, a commitment to collaboration, and a willingness to learn and grow.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Administrative support for the directors and managers consists of:
 - › Manage schedules, meetings, contacts, telephone calls, mail, and emails.
 - › Support Finance team organize and maintain documents of NLN team
 - › Edit and produce well-designed, error-free correspondence and other documents.
 - › Take minutes and notes in conference calls and meetings, as needed.
 - › Maintain working and historical files.
 - › Ensure support is provided in a timely manner.
- Program Staff/Consultant Support
 - › Coordinate and schedule meetings, trainings, and events. Includes arranging agendas, materials, and mailings.
 - › Monitor phone calls, emails and mail and channel to appropriate staff member.

- › Assist in and prepare various reports.
- › Edit and produce well-designed, error-free documents in a timely manner.
- › Maintain statistical reporting database.
- › Assist with preparation of program materials, including large printing projects.
- › Provide technical support and coordination for webinars, podcast sessions and conference calls.
- › Provide logistical support to conferences and other meetings, including coordinating and booking participants' travel, being the primary contact person for hotels and traveling to meetings to offer in-person administrative support.
- › Manage NLN membership database.

Qualifications

- Education and experience
 - › Minimum of a two-year vocational or technical degree.
 - › Two years administrative support experience.
 - › A combination of education and experience providing equivalent knowledge.
- Skills and abilities
 - › Ability to model behavior consistent with the Esperanza United mission.
 - › Demonstrated skills in effective oral and written communication in English and Spanish preferred.
 - › Ability to manage or coordinate multiple priorities/projects and ensure work is completed in a timely and productive manner.
 - › Understanding of importance of maintaining confidentiality.
 - › Knowledge of and ability to apply office and business management procedures, and to use computer and other technical resources effectively to accomplish work.
 - › Strong attention to detail, well-organized, deadline conscious, and excellent time management skills.
 - › Proficient in Google Workspaces and supporting programs such as Google Docs, Google Sheets, Google Slides, and Google Forms.
 - › Ability to grasp and become proficient in platforms such as Constant Contact, Zoom, Prezi, Mentimeter, Survey Monkey, and basic database programs.
 - › Ability to proofread and edit content for readability, correct grammar, correct spelling, and correct punctuation.
 - › Knowledge of InDesign and Filemaker a plus.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel requirements

Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations to humanresources@esperanzaunited.org with the subject header, "Your Name Application – Program Assistant."

We will consider applications on a rolling basis, with priority for those submitted by April 29, 2022. However, applications will be accepted until the position is filled.