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| Title: Administrative Assistant |
| Reports to: Executive Director |
| Summary Description: Administrative Assistant performs administrative and office support activities for multiple supervisors and serves as gallery attendant, including gift store maintenance. Provides general administrative support to the SAY Sí organization as needed in areas of operations, development, communications and programming needs. |

Administrative Intern Job Duties:

- Answer, screen and transfer inbound phone calls; providing information by answering questions and requests.
- Receive and direct visitors and clients: handles requests for information and data.
- General clerical duties including photocopying, faxing, mailing, filing and organizing.
- Prepare and modify documents including correspondence, reports, drafts, studio flyers and emails.
- Resolve administrative problems by preparing reports, analyzing data and identifying solutions through research.
- Maintain electronic and hardcopy filing system: retrieving documents from filing systems. Including grant files and student database [electronic and hard copy].
- Provide support for student sales including inventory, payments and point-of-sale transactions.
- Provide assistance with event management, preparation, execution and evaluation.
- Contribute to team effort by accomplishing related goals as needed.
- Assist with content creation for website and social media development.

Qualifications

Must have strong organization, management and communication skills, with a demonstrative ability to organize for and support multiple projects. Must have some data-entry or other clerical work experience. Must be proficient in Microsoft Word and Excel. Familiarity with Adobe Creative Suite a plus. Must be high school graduate or hold GED/Diploma equivalent. Undergraduate and graduate students or professionals seeking educational & experiential opportunities encouraged to apply.

Schedule

Flexible minimum-part-time to part-time schedule. Our administrative offices are generally open from 10 a.m. to 7 p.m., Monday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. Schedule subject to change, may include weekend and evening hours. Hours to be determined based on applicant's schedule and program calendar.

Requirements

- Must have reliable transportation to and from SAY Sí as may be asked to distribute promotional materials or travel to complete other errands.
- Must submit 1 letter of recommendation from an instructor or supervisor (cannot be relative).

To Apply

All potential candidates will need to submit **PDFs of their resume, cover letter and letter of recommendation** from instructor or supervisor to nicole@saysi.org

Email Subject line: Application for Admin Assistant

Letters - ATTN: Nicole Amri, Program Director

Submissions will be accepted until position is filled. **No phone calls please.**