



EAST LA COMMUNITY CORPORATION

Administrative Assistant I Job Description Temporary Full Time Non-Exempt Position

Organizational Background: Founded in 1995, East LA Community Corporation's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families.

The **Temporary Administrative Assistant I** will assist with day to day clerical duties of the organization. He/She will be stationed in ELACC's lobby area and will be the first to greet guests, tenants living in ELACC housing developments, and members of the public. He/She will work closely with ELACC staff on various clerical or daily office support duties. The Temporary Administrative Assistant reports to the Director of HR and will be part of a four staff administrative team.

Duties and Responsibilities:

- Performs clerical and administrative duties, including but not limited to photocopying, faxing, and mailing
- Greets visitors and clients
- Maintains a professional front office
- Answers incoming calls and directs to appropriate staff. Takes messages when needed and provides to appropriate staff in a timely manner
- Assists in various daily operations duties
- Assist on scheduling office equipment maintenance as requested
- Assists in the process of purchase orders
- Serves as liaison between main office and satellite offices
- Prepares vendor payments, mail and create needed files
- Keeps postage meter filled
- Performs other relevant duties as assigned by the Director of Human Resources

Qualifications

- Bachelor's Degree preferred with a minimum of 3 years of clerical /administrative experience
- Technology experience a plus
- Previous experience in a non-profit environment a plus

- Highly motivated
- Ability to handle confidential information
- Excellent written and verbal communication skills and customer services skills.
- Proficient in computer database entry, and in Microsoft Office: Word, Excel, PowerPoint, and Internet.
- Attention to detail and ability to work independently or as a team member and with a diversified client base
- Ability to manage time effectively, prioritize tasks and meet multiple deadlines.
- Extremely organized and able to multi-task
- Bilingual in English/Spanish
- Must have automobile with insurance

Compensation:

This is a temporary full-time non-exempt position without benefits. Position will be for a minimum of 3 months and may last up to 6 months.

ELACC is an Equal Opportunity Employer

Email or Fax cover letter and resume to:

Director of HR

East LA Community Corporation

Email: kpolicino@elacc.org

FAX: (323) 263.6023

www.elacc.org

Position opens until filled.