SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
As part of the Adelante Mujeres leadership team, the Chicas Administrative Assistant champions the health of the organization and the needs of our employees. The Chicas Administrative Assistant supports the Youth Advocate in the delivery of age appropriate and culturally responsive curriculum. The Chicas Administrative Assistant reports to the Chicas Program Coordinator.

- Assist Youth Advocates in the delivery of up to four after school sessions lasting 90 minutes each week in Forest Grove, Hillsboro or Beaverton School Districts
- Support with recruiting, supervising, and mentoring new participants in collaboration with Chicas Advocates
- Develop, establish and maintain strong working relationships with participants
- Support with the coordination and implementation of specific Chicas’ projects such as Summer Camps, Soccer Academy, Chicas Leadership Group
- Attend all program-wide and assigned group events and trips

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
- High School Diploma or GED
- Proficient in all Microsoft Office Applications
- Bilingual-bicultural Spanish/English
- Access to reliable transportation to travel to school sites
• High attention to detail and excellent organizational, writing and communication skills; strong time management prioritizing skills
• Commitment to the mission of the organization

Additional Requirements:
• COVID-19 vaccine and booster required except for religious or medical accommodation
• Complete Criminal Background Check
• Possess current driver’s license and auto insurance coverage
• Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:
• Salary: $20.00 per hour
• Full-time, year-round position 40 hours of work per week
• Benefits: health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, EAP, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (up to 9 days annually), personal days (3 days per year), vacation per year (up to 20 days years one through five, up to 25 days after five years), and sabbatical (1 month at 10 years of employment)
• Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY:
Please complete a job application or submit the following material electronically (PDF preferred) to hr@adelantemujeres.org (no phone calls, please)
• A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled  Anticipated start date: As soon as possible

-------------------------------EQUAL OPPORTUNITY EMPLOYER-------------------------------

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.