API Chaya
Job Opening – Administrative Assistant

Job Title: Administrative Assistant
Job Classification: Part-time, temporary, non-exempt, 10-14hrs/wk
Expected date range: May 4th-Oct 2nd, 2020
Position Reports To: Operations Coordinator
Application Deadline: Fri, March 27, 5pm

API Chaya empowers survivors of gender-based violence and human trafficking to gain safety, connection and wellness. We build power by educating and mobilizing Asian, South Asian, Pacific Islander, and all immigrant communities to end exploitation, creating a world where all people can heal and thrive. This work is done through organizing our communities to end violence and oppression, as well as through support services for survivors. We work in diverse communities, including immigrants and refugees, young people, LGBTQ, faith-based, and various ethnic and cultural groups and people with disabilities.

The Administrative Assistant will support office coordination, office technology, and database systems, and also provide administrative support to the Executive Director. The Administrative Assistant should be customer service oriented and an excellent problem solver. This position will work closely with the Operations Coordinator in supporting the agency for summer staffing coverage. This individual should have excellent interpersonal skills and strong communication ability, and would be dedicated to the organization’s mission. Ideally this individual would work Monday, Tuesday, Friday OR Monday, Thursday, Friday. This position would run from May 4th to Oct 2nd, 2020.

**JOB DUTIES**

**Operations support:**
- Support Operations Coordinator with processing invoices and checks.
- Liaise with vendors and businesses to manage office services (including technology and facilities)
- Coordinate office systems (phones, computers, printers, faxes, etc.) and facilities repairs and maintenance.
- Make equipment and supply purchases and manage office inventory.
- Support meeting and event logistics for the Organization, including staff appreciation and morale activities
- Support staff with IT assistance and troubleshooting
- Provide clerical support such as mail processing and filing.
- Respond to routine phone calls and emails.
- Other duties as assigned by Supervisor.

**Executive support:**
- Support Development/fundraising data entry needs
- Provide administrative and project management support for the Executive Director including task management, scheduling, meeting and event logistics.
- Other duties as assigned by Supervisor.

**QUALIFICATIONS**
- High-energy person who is eager to accomplish things efficiently and accurately.
- Excellent problem solver.
- Prompt and proactive communicator
- Strong sense of teamwork, with ability to interact collaboratively, respectfully, and enthusiastically with a diverse set of program staff.
- Details oriented with fastidious organizational skills
- Service oriented.
- Able to manage both predictable workflow, and shifting priorities according to emergent staff needs.
- Self motivated, able to work independently.
- Proficient in Microsoft Office, especially Excel.
- Comfortable with office technology and basic troubleshooting.
- Bicultural preferred, but not required.
API Chaya is an equal opportunity employer and does not discriminate on the basis of race, disability, ethnicity, age, religion, gender identity, or sexual orientation. Survivors of sexual assault, domestic violence, and/or human trafficking encouraged to apply.

**COMPENSATION**

This position will be hired at $20/hour. It is a part-time, hourly position. This role is eligible for accruing sick/safe leave and receiving a 2% contribution to retirement.

**TO APPLY**

**We would like to fill position as soon as possible, open until filled.** Please send a chronological resume and cover letter explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of API Chaya appeals to you; and (3) Why this position at API Chaya is the desired next step in your career.

Please submit your resume and cover letter to hr@apichaya.org with the subject “Administrative Assistant Application” in the subject line.