Administrative Assistant

Overview

Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

Job Summary

Mixteca is seeking a new team member to perform a variety of administrative and clerical tasks. The Administrative Assistant will work closely with our Executive Director and gain experience in the inner workings of the nonprofit administration.

Primary Duties and Responsibilities

- Provide administrative support to the Executive Director and Finances Manager.
- Assisting in daily office needs and managing our agency's general administrative activities.
- Able to answer phone calls, provide information of Mixteca’ services and connect community members with services.
- Complete data entry, and other general administrative duties.
- Assist in scheduling, drafting correspondence, and engage with the staff members and guests appropriately.
- Process incoming and outgoing correspondence.
- Answer calls and direct inquiries to appropriate members of the team.

Qualifications

- Excellent verbal and written communication skills in both English and Spanish, with exceptional attention to details, including ability and track record of writing well.
- Self-starter, overall can-do attitude, and willingness to learn.
- Good listener, keen attention to details.
- Strong organizational skills and ability to multitask.
- Knowledge of social media platforms, Ability to work independently in a virtual team environment.
- Proficient in various database programs, and social media platforms, Microsoft Word, Outlook, and Excel.
- Strong analytical, troubleshooting, and problem-solving skills.
- Experience working with diverse socio-economic groups.
How to Apply

To apply, please email your resume, a cover letter with salary requirements, and a writing example to info@mixteca.org. Include “Administrative Assistance-FULL NAME” on the subject line

NOTE:
Salary based on experience and qualifications.

Applications will be accepted until the position is filled. Only those candidates under consideration will be contacted.