

## **Center for Domestic Peace Job Announcement**

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<b>JOB TITLE:</b>	<b>Bilingual Administrative Assistant</b>
<b>HOURS:</b>	<b>Full-time, some evenings, occasional weekend</b>
<b>COMPENSATION:</b>	<b>\$41,040 annual (includes bilingual differential), non-exempt</b>
<b>BENEFITS:</b>	<b>3 weeks of vacation, medical, retirement, and dental package</b>
<b>UNION:</b>	<b>Yes</b>
<b>TRAINING RATE:</b>	<b>*Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.</b>

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CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 42 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

C4DP is seeking an experienced, detail-oriented, motivated and team-oriented person dedicated to the cause. The winning candidate will join a dynamic, highly-trained administrative team already in place, and an organization with a proven track record in engaging our community to end domestic violence. The Bilingual Administrative Assistant is supervised by the Legal Systems Advocacy Program Manager.

### **PRIMARY JOB RESPONSIBILITIES**

1. Provide professional reception services and greet the public as well as employees in-person, over the phone, and by email.
2. Maintain safety, security, and confidentiality especially regarding entrances and exit procedures for the Admin building.
3. Provide general administrative support for C4DP programs including document production and design.
4. Provide office administrative support including copying, faxing, phone calls, message taking, processing mail, scheduling, ordering and maintaining inventory of office supplies.
5. Assist with the planning, scheduling, logistics, catering, and materials preparation and designing for meetings, trainings, workshops, and any other events as requested.
6. Coordinate conference room scheduling and assist with commercial tenant's requests and follow-up.
7. Assist with word processing, assembly of documents, and placing orders with approved vendors.
8. Efficient coordination of administrative work to meet project schedules and deadlines.
9. Update various employee schedules.
10. Assist with projects as requested.

### **REQUIREMENTS**

1. Fluent bilingual in English and Spanish (reading, writing, and speaking).

2. Minimum of two years knowledge/experience in professional office administrative procedures.
3. Excellent writing, administrative and communications skills.
4. Ability to manage multiple deadlines and complex project assignments with competing deadlines.
5. Excellent computer/word processing skills, strong knowledge of MS Office Suite, including PowerPoint.
6. Intermediate expertise with excel and spreadsheets.
7. Knowledge of phones, filing systems, office equipment, supply ordering and ability to perform tasks in a timely and consistent manner.
8. Ability and desire to work as part of a team in a dynamic and fast-paced environment.
9. Ability to organize, prioritize and work with diverse staff and service users.
10. Resourceful, self-starting, self-motivated, able to manage multiple tasks simultaneously; ability to be flexible.
11. Sensitivity and understanding of the issues of domestic violence & feminist principles.
12. Valid driver's license and auto insurance.
13. Must be able to lift 30 lbs.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYEE**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

**To apply: Please email resume and cover letter to:**

Legal Systems Advocacy Program Manager  
lalvarado@c4dp.org  
No phone calls please