

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



JOB DESCRIPTION

POSITION TITLE: Administrative Assistant, Special Projects- Temporary

FLSA STATUS: Non-Exempt

REPORTS TO: Director of New Program Initiatives

WAGE: \$22 per hour

START DATE: December 1, 2021 – May 31, 2022

JOB SUMMARY: Under the direct supervision of the Director of New Program Initiatives, Administrative Assistant, Special Projects will provide support to all short-term contracts and grants. This includes overseeing appointment setting, data entry and reporting, securing quotes for purchases and ordering supplies. In addition, this position will provide support to HR throughout the hiring process including, conducting applicant screening, scheduling interviews, and completing new hire documentation.

DUTIES AND RESPONSIBILITIES:

1. Interact with community members to receive and schedule appointments for service navigation/referrals, complete appointment reminder and follow-up calls
2. Assist project staff during onsite events including overseeing the distribution of incentives.
3. Assist Project leads in securing quotes from multiple vendors, completing Purchase Requests and placing orders.
4. Perform accurate data entry in a timely manner, review discrepancies and submit reports to grant funders according to schedule
5. Support in organizing and recording donated supplies.
6. Post job openings and monitor job postings and responses.
7. Conduct initial screening to determine if candidates have requisite qualifications and create a short-list of eligible candidates.
8. Distribute short-list applicant resumes and cover letters to hiring managers for review and selection for interview.
9. Schedule interviews of selected candidates as requested; complete any needed follow ups with candidates.
10. Complete new hire documentation and onboarding.
11. Other duties as assigned.

Qualifications:

- High School Diploma/GED; Prefer Associates Degree or certification in business with an emphasis in human resources.
- Minimum 2 years of demonstrated experience in employee recruitment
- Familiarity with various job posting sites
- Bi-Lingual English and Spanish required
- Experience working with individuals with diverse backgrounds

- Must be results oriented with strong organizational, self-motivation, problem solving, and follow through skills
- Strong written and verbal communication skills; strong interpersonal and customer-service skills
- Excellent internet and research skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Time Commitment: Temporary part-time; 15-25 hours per week

To apply, please submit cover letter and resume to jobs@mendpoverty.org by 12/7/2021.

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. This is a temporary position with MEND. Position not eligible for MEND sponsored benefits.

Employee Name _____

Employee Signature _____

Date _____