



CentroNía

Educating children and youth and strengthening families in a bilingual, multicultural community.

Bilingual Administrative Assistant

Position Title: Bilingual Administrative Assistant
Program: Early Childhood: Pre-K and EHS Maryland
Supervisor: Maryland Director and EHS Director

Primary Purpose of the Job: Under the supervision of the Maryland Director and EHS Director, provides overall administrative support to the operation of the Center.

Essential Duties:

1. Provide administrative support to the Directors in all aspects of the day to day operations of program management. The duties include but are not limited to the following:
 - ✓ Prepares timesheets for all the staff at the site
 - ✓ Provides information and assistance to parents, staff and children, as well as to the public
 - ✓ Assists Directors in data collection and reporting
 - ✓ Operates a multiple line telephone system and performs receptionist duties
 - ✓ Operates a variety of office equipment, including computer and copier
 - ✓ Provides teachers with administrative support.
2. Collects parents fees in the absence of Admission Specialist
3. Provides administrative support for all aspects of program management. Assist with the preparation of reports.
4. Supports the Directors in the compliance with all regulations.
5. Draft office documents such as letters, reports, and presentations as needed.
6. Maintain the departmental database and files and manage departmental records, including staff vacation/sick leave reports, time reports, status forms, and other personnel reports.
7. Responsible for the design, execution, and effectiveness of a system of internal controls, which provides reasonable assurance that operations are effective and efficient, and applicable laws, regulations, policies, and procedures are followed.
8. Coordinate / schedule meetings and maintain calendars.
9. Coordinate Volunteers
10. Manage Field Trips calendar
11. Maintains employees' attendance records (sign-in sheet and computer attendance log);
12. Performs clerical tasks such as filing, typing, photocopying, collating and distributing materials
13. Places purchase orders; receives, and helps distribute office supplies and packages; collects receipts from purchases and submits them to Finance for payment
14. Requests emergency repairs and work orders and package moves to Facility Support Staff



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 www.centronia.org

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Other Duties:

I. Perform other related duties as assigned.

Qualifications:

1. Extensive experience in telephone and reception techniques; modern office procedures; correct English & Spanish usage, spelling, grammar and punctuation
2. Ability to establish and maintain effective and cooperative working relationships with supervisors, teachers, co-workers, parents and children
3. Ability to deal pleasantly, tactfully and courteously with the public; have an understanding and appreciation of human diversity, organization and community
4. Ability to operate standard office machines and basic computer programs including Microsoft Office Suite, calculator, fax and copy machine
5. Ability to maintain confidentiality; understand and carry out oral and written instructions
6. Ability to give verbal directions clearly and concisely

Desired Attributes:

1. Demonstrate flexibility in regards to schedules, sharing of tasks, changes in the routines or plans.
2. Positive attitude.
3. Respectful of diversity and open mindedness
4. Helpful to others and able to work cooperatively.

Required Experience: Candidates must have 1-3 years of administrative assistant experience, be highly organized, able to manage multiple projects and deadlines in a small unstructured environment and very attentive to detail. Knowledge of Microsoft Office required.

Required Education:

High School Diploma; AA preferred

Required Licenses:

None

Working Conditions:

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

Safety Hazards

None



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Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of: (F) Light (up to 25lbs.) (N) Moderate (25-50lbs.) (N) Heavy (over 50lbs.)

On the job the employee must: (O) Bend (F) Sit (N) Squat and Kneel (O) Stand (N) Crawl (F) Walk (N) Climb (O) Push/Pull (N) Handle objects (Manual Dexterity) (O) Reach above shoulder level (F) Use fine finger movements

To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía
Attn: Human Resources
1420 Columbia Road, NW,
Washington, DC 20009
centroniajobs@centronia.org
Fax (202) 745-0154

"Educating children and strengthening families, in a bilingual, multicultural community."
CentroNía is an equal opportunity employer.



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