



**Opportunity:** Bilingual Administrative Assistant

**FLSA:** Non-Exempt, Part time (20 hours/week)

**Supervisor:** Director of Administration & Finance

**Position Description:** The Administrative Assistant supports the Director of Administration & Finance by managing the day to day tasks associated with office operations.

**Primary Responsibilities:**

1. Open/distribute mail
2. Maintain office & other supply inventories and ordering
3. Maintain staff-wide shared calendar
4. Maintain office equipment
5. Conference room set up for volunteer orientations, groups, staff & board, & outside meetings, etc.
6. Maintain upstairs staff kitchen & supplies
7. Maintain supply/copy room
8. Front desk/phones back-up
9. Staff meeting minutes
10. Errands as needed

**Other Duties:** As assigned

**Required Skills:**

1. This position is multi-faceted, as are the programs of our organization; therefore, we require an individual who is highly organized, flexible, and pays meticulous attention to details
2. Bilingual (Spanish/English)
3. Comfortable working in an open office setting
4. Ability to perform most general office tasks
5. Good written and oral communications skills
6. Computer literate
7. Previous experience with non-profit organizations a plus
8. Reliable vehicle and clean driving record
9. Ability to lift 50lbs

### **Vision Statement:**

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

### **Mission Statement:**

Mama's Kitchen, a community-driven organization, believes that everyone is entitled to the basic necessity of life – nutritious food. Our nutrition services improve the lives of women, men, and children vulnerable to hunger due to HIV, cancer, or other critical illnesses.

### **Mama's Kitchen Core Values**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

### **Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**TO APPLY: Send cover letter, resume and 3 references to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org)**