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## POSITION ANNOUNCEMENT

### Administrative Assistant

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasadedonpedro.org](http://www.lacasadedonpedro.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks an Administrative Assistant who will support the Center Director and Directors in assisting with the day-to-day administration and operations of the Early Childhood pillar. To be successful in this role, the Administrative Assistant should perform general clerical duties, answer, maintain an inventory of office, classroom and cleaning supplies, and prepare Purchase Requisition or work orders when needed among other duties. The Administrative Assistant will serve as an integral member of the Early Childhood team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Performs general clerical duties including but not limited to photocopying, scanning, faxing and greeting guests.
- Responsible for answering, screening, and transferring all incoming calls and taking phone messages when necessary.
- Opens, sorts, and distributes incoming and outgoing correspondence.
- Assist with the preparation of the Division's informational packages (i.e. student enrollment package, parent handbook, etc.) and preparing reports as needed.
- Responsible for maintaining and tracking all center licenses and permits. If applicable, completion of online application and scheduling of inspector's visits.
- Responsible for maintaining office, classroom, and cleaning supplies inventory.
- Prepare Purchase Requisition or work orders when needed.

## **Educational, Required Skills and Experience Requirements:**

- Minimum of a High School Diploma or Equivalent.
- Experience working as Administrative Assistant at least 3 years.
- Experience working with community, children, and families.
- Proficiency in other languages is considered an asset. Preferably Spanish, Portuguese, Creole, French, etc.

## **Physical Requirements:**

- Be able to carry classroom supplies and/or office supplies equipment as needed.

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Compensation, Schedule, and Other Information:**

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 43-6010
- **Reports to:** Center Director and/or Senior Leadership Team of Early Childhood pillar
- **Schedule:** Monday – Friday; 8:15 am – 4:15 pm
- **Compensation:** \$17.50 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered with a 4% employer match.

## **To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasadedonpedro.org](mailto:careers@lacasadedonpedro.org) with “**Administrative Assistant**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.*