



JOB DESCRIPTION

Job Title: Bilingual Receptionist Administrative Assistant

Organization: Latinos En Spokane

Status: Non Exempt | Hourly | Full time 40h

Salary Range: \$20 - \$25 per hour

Benefits: Medical, Dental, and Vision, paid time off (PTO and holidays)

Reports to: Amizadai Deras

Location: Spokane Valley Office

Schedule: That position requires a candidate with flexibility to work alternated weekends (Shift: Tuesday - Sunday (12:00pm to 8:00pm))

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501(c)(3) non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

Position Summary:

Our team is seeking a bilingual Administrative Assistant who is self-directed, organized, highly committed professional with excellent customer service skills. The Administrative Assistant is responsible for ensuring the reception responsibilities are handled promptly and professionally. This includes, but is not limited to, greeting, and directing visitors, answering, and routing calls, and performing other various administrative activities. **We are seeking candidates that can be committed to the mission, vision, and values of Latinos En Spokane.**

Qualifications:

- Bilingual (Spanish and English)
- Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant.
- Proficiency in computer use (Emails, scanning, sharing files and etc)
- Proficiency in Google Office (Google Sheets and Google Slides, in particular)
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- High School degree: qualification as an administrative assistant/Secretary will be a plus.

Responsibilities:

Reception:

- Welcome and attend to walk-in clients with professionalism
- Respond to phone and email communications promptly and courteously
- Schedule appointments efficiently
- Keep clean and organize the common offices

1502 N. Monroe Ave
Spokane, WA 99201

Tel (509) 558-9359

info@latinosenspokane.org
WWW.LATINOSENSPOKANE.ORG



Administrative Support:

- Organize and schedule appointments
- Write and distribute emails, correspondence, memos, letters, and forms
- Maintain a record of client communication and documents in a confidential manner
- Maintain and keep update directory and contact lists (of clients and employees) and forward to all the LES team
- Back up for Executive Assistant on some duties

General Support:

- Provide general administrative support to Latinos En Spokane staff
- Receive training on ongoing LES and community services
- Decorating the office
- Communicate the Executive Assistant which materials need to be ordered

Others responsibilities:

- Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
- Handle sensitive information with discretion and maintain a high level of confidentiality.
- Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
- Be adaptable and flexible in responding to changing priorities and needs of the organization.
- Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

To Apply:

Please submit a cover letter, resume, and three professional references to info@latinosenspokane.org with the subject line " Bilingual Receptionist Admin Assistant Application." Applications will be accepted until the position is filled.

At Latinos En Spokane, we are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age marital status, veteran status, or disability status.

Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for Bilingual Receptionist Administrative Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____

Signature _____ Date: ____/____/____