

POSITION DESCRIPTION



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

Position Title	Bilingual Administrative Assistant
Application Closing Date	Open until filled; interviews begin immediately
Position Start Date	March 2018
Benefits	Health, dental, & vision insurance; 401K plan; vacation; paid sick; and holiday time
Job Hours	Part-time; 30 hours per week
Hourly Wage	\$17/hour

JOB DESCRIPTION

The San Diego LGBT Community Center is seeking an experienced bilingual administrative professional. Under the supervision of the Director of Latin@ Services, the Bilingual Administrative Assistant will assist The Center and Center staff with data collection, input and report generation. Additionally, administrative tasks such as photocopying, forms completion, note taking, data entry and filing will be required.

The requirements listed below are representative of the knowledge, skill and ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

1. **Experience:** A least two years related experience in administrative work.
2. **Computer/Office Equipment Skills:** Strong computer skills, with proficiency in MS Office (Word, Excel, PowerPoint, Access and Outlook) and accessing and posting information from/to the internet and social media.
3. **Other Skills:** Excellent interpersonal skills and ability to work with diverse community groups and volunteers. Ability to manage multiple tasks with shifting priorities. Strong organizational skills. Strong computer skills. Some experience with LGBTQ and HIV population.
4. **Language Skills:** Excellent written and oral communication skills in both Spanish and English are **required**.

JOB DUTIES

The Latin@ Services Bilingual Administrative Assistant will be a self-motivated team-player who accepts direction, demonstrates excellent judgment, works hard, and is passionate about serving the Latin@, LGBT and HIV communities. The Administrative Assistant will be responsible for providing general office support, including:

- Data entry
- Copying
- Printing
- Filing
- Completing program reports

To apply, send your cover letter, application and resume electronically to:

Rebekah Hook-Held, M.A.

rhookheld@thecentersd.org

The application can be found online at:

<http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: **We are unable to accept any phone or walk-in inquiries for this position.**

The San Diego LGBT Community Center is an Equal Opportunity Employer.

Mailing Address
P.O. Box 3357,
San Diego, CA 92163

Street Address
3909 Centre Street,
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

www.thecentersd.org