

March 2018

Administrative Assistant for Advancing Students Forward (ASF)

Organizational Background

ASF is a binational educational nonprofit organization that provides academic support, enrichment, community building activities and monetary scholarships for students in middle school through the university in marginalized communities of Tijuana, Mexico. Integral to the mission of ASF is the cross-cultural exchange opportunities between the students in Tijuana and students in the United States. Students attend monthly meetings at the Community Center in Colonia Tecolote. Some students staff the Community Center and all students are required to do community service projects. A dynamic group of ASF alumni and volunteers from both sides of the border engage with the students on a regular basis.

In Mexico, 50% of students do not complete their education beyond middle school because mandatory schooling in Mexico ends after sixth grade. Tuition is required to attend middle school and high school and frequently there are not enough school facilities to accommodate all the students who wish to enroll. ASF boasts more than 20 university graduates who work in their field of study and contribute to making their community and country a better place.

Position Summary

ASF is in search of a Part-time Administrative Assistant who desires to work in the unique landscape of the San Diego/Tijuana Border Region participating in an organization that transforms the lives of youth via access to education and preparation for success as they transition into adulthood. ASF as an organization is growing in capacity and this person will be integral to this transition. The majority of the work with students takes place in Mexico, but the Administrative Assistant will work primarily in the United States.

Key responsibilities

Part time, 10-20 hours per week. \$14.00-\$15.00 an hour.

Must be flexible and willing to work remotely and attend weekly face-to-face meetings and participate in daily phone conferences.

Must be able to perform a wide variety of clerical and administrative tasks and manage the internal operations of the organization.

Play a key role in the organization and its transition to permanent office space.

Create social media and website posts

Database entry on students and benefactors, tracking and create reports and presentations.

Research for prospective grants, donors, curriculum and professional partners.

Calendaring of events with students, benefactors, volunteers.

Written and phone communications, letters in appreciation, letters of inquiry.

Support in grant writing, creation of marketing tools and curriculum.

Qualifications

Bilingual and Bi-literate: Knowledge and ability to communicate orally, in writing and edit the English and Spanish languages with correct use of spelling, grammar and punctuation.

(A test will be given to assess language skills)

Computer literate and proficient in: Excel, Word, PowerPoint, Photo programs, Cloud storage and website updating/social media posting. Experience with Quickbooks, Salesforce, working in a nonprofit or in education would be helpful, but are not required.

Must pass a background check and be eligible to work in the U.S.

Behavioral skills

This person must be focused, organized and give attention to detail.

A self-starter with the ability to manage a variety of projects and tasks.

Self-disciplined, able to work independently but also as part of a collaborative team.

Must feel comfortable and confident speaking in a variety of situations with benefactors, professional partners, other staff and collaborators.

Please send resume with cover letter to:

Paul.Costa@directhireassociates.com