



Job Opening

Position:	Administrative Assistant
Reports to:	North Carolina Co-Director
Type:	Full time
Compensation:	\$40,000-\$45,000 depending on experience and qualifications. Health and dental insurance, annual wellness stipend, monthly phone and internet stipend, paid vacation and sick leave provided.
Based in:	Southeast, works remotely, travel required
Deadline:	September 30, 2022 or until filled

ABOUT SEIRN:

The mission of the Southeast Immigrant Rights Network (SEIRN) is to lift up the voice and the leadership of immigrant communities of the Southeast at the regional and national levels. We promote collaboration and exchange between our members, as well as political education and collective action to build just and inclusive communities. SEIRN envisions a shared struggle between the immigrant community and other marginalized communities to build a movement that transforms the Southeast into a place that respects the dignity and the human rights of all.

POSITION OVERVIEW:

SEIRN is looking for a passionate and committed Administrative Assistant to provide administrative and logistical support to its Co-Directors, Board and programs. Reporting directly to the Co-Directors, the Administrative Assistant provides support in a one-on-one working relationship; serves as a liaison to the Board of Directors; and oversees special projects.

THE IDEAL CANDIDATE:

The ideal candidate for this position is highly organized and detail oriented, has the ability to exercise good judgment in a variety of situations, is committed to our mission and passionate about keeping a small social justice organization running smoothly and efficiently, is a good communicator with excellent interpersonal skills, and can switch gears quickly.

KEY RESPONSIBILITIES INCLUDE:

- Manage sensitive matters with a high level of confidentiality and discretion
- Answer and direct general inquiries and calls received via phone, email and social media
- Provide logistical support for staff retreats and organizational meetings
- Arrange and handle all logistics for Board meetings, including:
 - Assist with Board follow up, meetings scheduling, and confirming assistance to meetings and activities
 - Arrange travel and accommodations
 - Compile and distribute meeting materials
 - Take and translate notes for Board Committees meetings as needed
 - Support with translation of agendas, emails, materials
 - Arrange interpretation when needed
 - Provide logistical support for virtual meetings
- Takes the lead in logistical components of online and in-person gatherings, trainings and meetings
 - Searches for and secures venues for in-person trainings and meetings
 - Takes lead in logistical components, including coordinating food and lodging, interpretation services, childcare services, travel for participants, translation of emails and information, participant follow up, and more.
 - Assists with follow up with facilitators, service providers and participants
 - Takes and translate notes for gatherings, trainings and meetings
- Coordinates on-site logistics during key in-person gatherings, trainings and meetings
 - Ensures on-site components run smoothly during in-person events
- Provide logistical support for the mini-grant funds
 - Follows up with grantees to ensure we have the needed paperwork, and acts as contact for general information and questions.
 - Schedules mini-grant selection committee meetings, sends meeting reminders, and takes and translates notes
 - Follows up with mini-grant selection committee to ensure participation in meetings and completion of evaluation rubrics
 - Assist Co-Director with translation of emails, forms and materials
- Collect documents and information for grants and reports
- Maintain/organize administrative and financial records and files
- Download financial transactions and ensure accurate coding of income and expenses
- Submit, process, document and track payment requests
- Update donor tracker and send thank you notes to donors
- Update, translate and send annual donor acknowledgement letters
- Update Action Network database with new participant information

REQUIREMENTS:

- 1-2 years experience administrative support or office management
- Bilingual in English and Spanish; ability to translate simple documents and emails
- Strong verbal and written communication skills, good editing skills in both languages: ability to communicate effectively and professionally via phone and email
- Highly organized, motivated and detail oriented
- Strong planning skills with ability to advance multiple projects simultaneously; develop and follow timelines; prioritize and complete tasks in a timely and organized manner
- Strong stress management skills, self-care practices and commitment to collective-care
- Willing and able to incorporate feedback and direction
- Able and willing to work independently, collaboratively and remotely (SEIRN does not have a physical office) and be part of a team that is geographically spread out
- Excellent interpersonal skills: ability to interact and collaborate with many different types of people
- Computer skills: Word processing, spreadsheets, Google Drive and Google Suite
- Flexibility- ability to switch gears quickly
- Ability to handle confidential information (discretion and judgment)
- Deep commitment to SEIRN's [mission, vision and principles](#)
- Ability to work some weekends and evenings
- Ability to travel occasionally (4-5 times per year)
-

Please send a cover letter, resume, and 3 references to: hire@seirn.org with “Administrative Assistant” in the subject line. Applications will be accepted and considered until the position is filled.

SEIRN does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, disability, age, marital status, or status with regards to public assistance. We are an equal opportunity employer and strongly encourage immigrants, people of color, women, and LGBTQ+ individuals to apply.

###

Administrative Assistant Job Announcement