

TITLE:	Young Latino Leaders Program Assistant
REPORTS TO:	Executive Director
SUPERVISES:	Volunteers
TYPE:	Part-Time, Grant Funded
LOCATION:	Remote
SALARY RANGE:	\$15 - 20 per hour, depending on experience
BENEFITS:	None

JOB SUMMARY: The YLL Program Assistant will schedule and manage retreats, venues, travel, and relationships with participants, make advance site visits, solve problems in tactful and responsive manner, serve as the main contact for the project, link between project staff and program participants, develop reports, manage and facilitate communication with participants, work closely with Executive Director on the project.

ESSENTIAL FUNCIONS AND DUTIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Provides administrative support for the Program as needed by maintaining calendars, receiving and composing communications and correspondence, and replies to inquiries.
2. Handles preparations, scheduling, logistics, and other various requirements for domestic travel.
3. Drafts reports with direction from the Executive Director.
4. Prepares, submits and reconciles purchases, receipts, expense reports, invoices, and other financial transactions.
5. Assists with the development of project/program materials.
6. Organizes meetings and events.
7. Works with and maintains data management and filing for projects/program.

8. Receives, sorts, analyzes, and summarizes material for the preparation of reports; maintains records.
9. Liaises and communicates with project consultants and Convención staff, providing logistical and administrative support, as directed.
10. Prioritizes work according to Program needs; determines workflow problems and develops solutions.
11. Prepares word processing, spreadsheet, and presentation documents as assigned including manuals, brochures, reports, budget documents, and PowerPoint presentations.
12. Regular attendance and punctuality are a requirement of this position.
13. A professional and courteous manner and an ability to work harmoniously with Hispanic congregations/pastors, other employees, and the general public.
14. Accepts and performs other work as assigned.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent plus additional experience in administration, office management, business or related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform satisfactorily the essential functions of the job.

General

Thorough knowledge of general office practices and procedures; considerable knowledge of office record keeping and reporting practices and procedures; considerable knowledge of efficient utilization of office equipment including personal computer systems; thorough knowledge of business English, grammar, and composition; proficient with the MS Office Software programs including Outlook, Word, Excel and Power Point.

Skill in the operation of office equipment including photocopy machines and personal computers utilizing word processing and spreadsheets. Ability to interpret program policies and procedures; ability to independently plan, organize and carry out work assignments; ability to analyze and prepare fiscal, financial and statistical records and reports; ability to communicate effectively both orally and in writing; ability to maintain positive business relationships with other employees, agencies and with the public; ability to work with information that is both sensitive and confidential in nature.

Specific

- Must apply and qualify to participate in the Young Latino Leaders Development Initiative.
- Must be an active member of a church affiliated with Convención Bautista Hispana de Texas
- Must pass a criminal history background investigation; however, a conviction of a crime may not necessarily disqualify an individual from this classification.
- Commitment to Christian principles and teachings both professionally and personally.
- Bicultural skills, with the ability to work effectively within Hispanic Baptist communities.
- Ability to work remotely while maintaining strong communication and collaboration with a distributed team.
- Travel is required for this job. Ability to travel overnight at times is required. Must have valid Driver’s License and a good driving record. Must be able to obtain and maintain current government documents necessary to travel to various domestic locations.

Preferred:

- Knowledge of Texas Hispanic Baptist churches and their networks
- Bilingual in Spanish and English, with oral and written communication skills in both languages.

The purpose of CBHT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Printed Name

Signature

Date