



Bilingual (English/Spanish) Administrative Assistant

GoochlandCares is seeking a Bilingual (English/Spanish) Administrative Assistant who is responsible for the professional and efficient management of the main telephone line and clerical duties that support the operation of the organization.

Part-time (24 hr/week) benefits include PTO, holidays, retirement, and Employee Assistance Program (EAP)

Pay range \$15—\$18

Essential Job Functions

Main Phone

- Answer the main telephone line and manages calls via phone system in a professional, courteous and welcoming manner
- Provide information to callers about programs and administration of GoochlandCares
- Schedule clients as needed and directed
- Support Front Desk staff with assisting clients, volunteers, visitors, and staff
- Engage all volunteers in a professional, courteous, and welcoming manner
- Enter and retrieve information from a variety of sources into databases
- Report to work regularly and on time
- Keep confidentiality in discussing clients, fellow staff members, volunteers, and matters pertaining to GoochlandCares

Requirements

- Commitment to mission and vision of GoochlandCares required
- Ability to speak, read, and write fluently in English and Spanish
- High school diploma or equivalency required
- Six to 12 months office experience preferred
- Strong computer skills required
- Must be fully vaccinated against COVID-19

Other Skills/Abilities

- Understanding that all employees are responsible for volunteer engagement as evidenced by demonstration of effective skills in working with volunteers
- Excellent communication abilities
- Operate basic office equipment

- Attention to detail
- Lift up to 25 lbs.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

How to apply: Send cover letter and resume to dreale@GoochlandCares.org by Friday, April 1, 2022.

Our mission is to provide basic human services and health care to Goochland neighbors in need.