

## ADMINISTRATIVE ASSISTANT

Maestro Cares Foundation (MCF) is a fast-paced, growing nonprofit organization. The ideal candidate will be a hard-working bilingual professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

We are looking for a competent Administrative Assistant to support the organization and running of the daily administrative operations of the company. This position performs a wide range of complex administrative duties including scheduling, writing, editing, coordinating information, organizing files, and communicating pertinent information to the proper individuals.

<https://maestrocares.org/about-us/>

This position reports to the Executive Director

### RESPONSIBILITIES

- Handling incoming calls and other communications.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Performing general office clerk duties and errands.
- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness.
- Provide sophisticated calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day- to-day engagements.
- Support Executive Director with internal and external communications.
- Manage all scheduling and travel logistics for the foundation.
- Prepare and edit correspondence, presentations, reports, and memos.
- Complete expense reports and manage correspondence with vendors.
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned.
- Organize meetings and events for convenings, retreats, various board meetings, and other logistics.
- Serve as a liaison to Board of Directors

- Maintain quality filing and communications systems including contact management, document management, and archiving.
- Attend select meetings, take notes, capture action items, and ensure follow through.
- Utilize Salesforce to track information including interaction with donors, prospects, requests for information, etc.
- Assist in other administrative tasks as needed.
- Coordinating events and meetings as necessary for Executive Director.
- Creating, maintaining, and entering information into databases.
- Writing memoranda, reports, letters, and other items
- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Maintain Executive Director's schedule and calendar of events.
- Prepare letters and packages for mailing; coordinate shipment by FedEx or courier; deliver mail to post office.
- Organize and maintain inventory of branded merchandise, artwork, memorabilia, and electronic devices & equipment.
- Organizing the office and assisting associates to optimize processes.
- Sorting and distributing communications in a timely manner.
- Performs clerical duties including typing, filing, and completion of simple forms.

#### Other:

Maestro Cares Foundation employees are expected to be flexible and to take on additional duties as assigned, according to the organization's needs and the staff member's skills and abilities. Because we are a non-profit that serves the community, some events or projects may require an occasional night or weekend.

#### QUALIFICATIONS

##### Required

- 2+ years of experience serving as an administrative or clerical experience required.
- Ability to type at least 45 words per minute.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Ability to prioritize work according to tasks outstanding, challenges, resources, and deadlines.
- Strong writing skills and experience drafting executive level correspondence.
- **Must be fully bi-lingual – Spanish/English**
- Demonstrated ability to work effectively and independently with limited supervision.
- Knowledge of general office procedures, concepts, and practices
- Ability to assimilate, distill and communicate large amounts of information to/from internal and external sources.
- Ability to handle and maintain confidential information.
- Ability to work collaboratively in a small, fast-paced office environment.
- A collaborative and professional team spirit; team player
- A positive attitude, sense of humor, strong work ethic and enjoys being customer service focused.
- Professional appearance and manner
- Must be able to work on Apple computer and applications.

#### Preferred

- Knowledge of Salesforce, Adobe Acrobat or similar computer programs

This is an in-office position, and candidate must be based in Chicago, IL.

COVID-19 considerations:

All in-person employees of the Maestro Cares Foundation must show proof of Covid-19 vaccination, including a booster shot.

Salary and Application details:

MCF offers a competitive salary commensurate with the applicant's skills and experience. Must submit a cover letter and resume to be considered as an applicant.

Email it to: [jobs@maestrocares.org](mailto:jobs@maestrocares.org) with Admin Asst. in the subject line. NO PHONE CALLS.

Job Type: Full-time

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person