



# INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

## Program Assistant

Roadmap to Peace Initiative

Rate of Pay \$\$18.69 to \$21.43 (per hour)

### JOB/PROGRAM DESCRIPTION:

The Roadmap to Peace (RTP) is the collective effort of community stakeholders including residents, business, non-profit providers, faith, families, youth, government, schools, and others stakeholders to address the needs of 500 Latino/a disconnected youth ages 13-24 citywide.

RTP is seeking an enthusiastic administrative professional who is passionate about working with the Latino/Chicano/Indígena community of San Francisco. The ideal candidate is bilingual in English and Spanish, has solid understanding of the mission district and is not intimidated about working with a diverse group and is adaptable to changing needs of the Initiative.

This position will report directly to the Roadmap to Peace Initiative Director and support core staff. Provide a full range of skilled administrative, coordination, and operational support to the Initiative Director. The position will also communicate and collaborate with care managers, program staff, service partners, and community partners to provide optimal support to the initiative.

### Essential Job Duties

Responsibilities include but are not limited to the following:

- Provide administrative support to Director, such as daily calendar, schedule meetings, preparing business correspondence, other clerical duties as needed
- Perform general administrative tasks, such as: photocopying, answering calls, filing, and maintaining the office organized and professional in appearance
- Take responsibility for logistical support for RTP meetings and conference calls e.g. scheduling, reminders, preparing agenda and handouts, write minutes, reserving meeting space, securing materials, catering arrangements, dealing with scheduling conflicts.
- Lead or participate in event planning and logistics e.g. communications with vendors, catering arrangements, space reservations, guest speakers, material production
- Support with scheduling and logistics of initiative trainings
- Process payment request, follow-up with invoices, and maintain expenditure/invoicing tracking and record keeping system including client related resources
- Purchasing and reconciling office supplies, monitor and maintain office supplies inventory
- Assist in the preparation of presentation materials and any other official documents related to the work of RTP and ensure these are properly filed for easy accessibility and future reference
- Assist with data collection and client/program record keeping
- Set up and implement file-sharing and online collaboration tools and ensure paper and electronic files for initiative are maintained as needed

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- Independently respond to diverse inquiries from internal and external partners and, where appropriate, direct these inquiries to appropriate staff/group for follow-up or action
- Attend agency meetings, supervision, as well as training pertinent to scope of work
- Other duties as assigned by the Director

### **Required Skills:**

- Responsible, Conscientious, Strong Work Ethic
- Should have excellent communications skills,
- Ability to focus, manage time wisely, work independently and complete tasks on time;
- Attention to detail
- Proactive and not afraid to ask questions
- Knowledge of Microsoft office suite
- Community-minded individual
- Knowledgeable of San Francisco
- Committed to a healthy lifestyle

### **Preferred Skills:**

- Bilingual (Spanish/English)
- Bicultural
- Knowledge of juvenile justice and experience with in/at risk Latina/o youth population
- Commitment to social, economic and environmental justice, bottom-up social change and building social movements;

## **EDUCATION, CERTIFICATIONS AND LICENSES**

High School or GED with two years' experience  
Must pass Department of Justice Fingerprint screening  
Annual (TB) tuberculosis testing

## **COMPENSATION AND BENEFITS**

This is a full-time, non exempt position, rate of pay will be based on an hourly rate of \$18.69 to \$21.43, based on skill set.

All full-time position at IFR are eligible to participate our benefit package which includes: medical, dental, vision, vacation and sick pay, thirteen paid holiday and retirement plan.

## **PHYSICAL DEMANDS:**

*The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions*

- Good general health, physical stamina and emotional stability are essential

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- Ability to hear within normal range, and communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking, including a diverse population
- Requires physical ability to sit at key board for short periods of time and manual dexterity to operate word processing equipment with skill, speed and accuracy
- Ability to move quickly to address emergency or potentially dangerous situations
- Ability to move about the building and the organization as needed
- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- On occasion must lift up to 10 LBS

*Must submit a resume, cover letter and 2 references (one professional and one community reference)  
Position available until filled*

*Please submit resume to: Ana Varinia Esquivel, Human Resource Manager at: [ana.esquivel@ifrsf.org](mailto:ana.esquivel@ifrsf.org)*

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