



Position: Administrative Assistant (Bilingual – Spanish)

Employment Status: Full Time, Hourly

Reports to: Director of Operations

Organizational Background: Banyan Community is a Christian Community Development Organization rooted in the Phillips Neighborhood of South Minneapolis to transform lives by **Developing Youth** (after school and summer support for youth K-College), **Strengthening Families** (connecting families to resources and setting goals) and **Creating Community** (developing the Lighthouse Network Block clubs). Working together as a community, over half of our employees are diverse members of our community and are bilingual. Banyan continues our growth as we increase the number of youth, families and community members that join our thriving neighborhood vision each year. We hope you will join us!

Primary Responsibilities of the Administrative Assistant: The Administrative Assistant supports and assist general office activities and projects. This role works collaboratively with many departments and offers a variety of work. The Administrative Assistant also provides superior customer service to youth, visitors, guests, community members, and staff.

▪ **Administrative/Operations Responsibilities:**

- Answer, screen and forward incoming calls
- Manage all calendars and room reservations including meeting setups
- Coordinates parent follow-up calls for all illness and travel notifications
- Oversees COVID and travel databases
- Works with Operations team on large facility projects
- Operate and maintain standard office equipment including copy machines, postage machine, and computers
- Maintain reception area and administrative area tidy and organized at all times
- Assists with mailings, data entry, and copy projects as requested
- Maintains all administrative filing systems (*electronic and paper*)
- Provide support to Director of Operations as needed
- Other duties as assigned

▪ **Development/Marketing Team Support:**

- Updating monitors
- Manage Banyan store
- Maintain Development/Marketing inventory
- Responsible for updating Banyan staff wall
- Other duties as assigned

▪ **Qualifications:**

- Bi-lingual English-Spanish, preferred
- Previous experience working with BIPOC communities a plus
- High School diploma or GED required
- 2-3 years receptionist/reception experience
- Computer Proficiency (Outlook, MS Word, MS Excel)
- Knowledge of accounts payable and receivable a plus
- Strong telephone answering skills
- Excellent customer service and communication skills (interpersonal, verbal, and written)
- Ability to work independently and with a team

Compensation: This is a full-time 40 hour per week position, which includes benefits. Salary range \$37,000 - \$42,500. Employee healthcare premium (100%), short-term & long-term disability, life insurance, SIMPLE IRA, paid holidays, vacation and personal time.