



**Job Description:** Admin Team Member

**Reports To:** Co-Executive Director of Strategic Relations & Advancement

**Job Type:** Part-Time, 10 – 15 Hours Per Week, Hourly

**Salary:** \$16.50/Hour Paid through Goodwill Industries Partnership

### **Position Summary:**

The Admin Team Member provides administrative support to the staff of One Step A La Vez ensuring efficient operations. This position requires a highly organized, detail-oriented individual who can handle multiple tasks, communicate effectively, and work as part of a team.

### **Key Responsibilities**

#### **1. General Office Support:**

- Manage day-to-day office functions, including answering phones, scheduling meetings, maintaining office supplies, and handling mail.

#### **2. Data Entry and Recordkeeping:**

- Maintain and update participant records, volunteer information, and donor data in databases or spreadsheets. Ensure all records are accurate and up-to-date.

#### **3. Communication:**

- Assist in drafting emails, letters, and newsletters to communicate with donors, volunteers, parents, and youth participants.

#### **4. Event Coordination:**

- Support the planning and logistics of events, workshops, and activities. This includes organizing venues, creating promotional materials, and helping with on-site event management.

#### **5. Grant and Fundraising Support:**

- Assist with preparing materials for grant applications and fundraising campaigns, including drafting reports, gathering data, and maintaining records of donations and sponsor communications.

#### **6. Financial and Budget Support:**

- Help track expenses, office operations, and events. Prepare basic financial reports and provide assistance as needed.

#### **7. Other Administrative Duties:**

- Provide support for staff meetings, volunteer coordination, and assist with other administrative tasks as needed.

**Making Positive Changes One Step at a Time**

[www.MyOneStep.org](http://www.MyOneStep.org)

**Collaboration:**

- Work with other staff members, volunteers, and community partners to create a positive and supportive environment.

**Qualifications:**

- Must be currently in school or have received a high school diploma/GED equivalent. College bound preferred.
- Previous experience working with teens, youth groups, or in a recreational or community center environment is a plus.
- Basic computer competency and/or willingness to learn/adapt.
- Ability to work in a team environment and handle multiple tasks simultaneously.
- This position may require working evenings and weekends to accommodate community meetings and events held at One Step A La Vez.

**Physical Requirements:**

- Ability to move and arrange furniture, equipment, and supplies.
- May require standing, walking, or sitting for extended periods of time.
- Ability to lift 25 pounds.

**Work Schedule:**

- Flexible hours, weekdays, based on Teen Center operating hours.

**Preferred Attributes:**

- Bilingual abilities are reflective of the demographic of the population served.
- Collaborative and team-oriented mindset.
- Adaptable and flexible in response to multi-tasking.
- Self-motivated with a strong sense of initiative.
- Empathetic and culturally sensitive.

**Benefits:**

- Ongoing professional development and training opportunities.
- Supportive work environment with a focus on professional growth and community impact.

Application Process: Please submit your resume, cover letter, and any relevant certifications to [info@myonestep.org](mailto:info@myonestep.org). In your cover letter, please detail your experience working with young people.

*Equal Opportunity Employer: One Step A La Vez is an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business needs.*