Administrative Assistant - Asian American LEAD

Position Title: Administrative Assistant

Type: Full-Time

Location: Hybrid office setting based in DC

Position Start: TBD

Area of Focus: Office Management, Administrative and/or Executive Office Support, Non-profit, Data Entry, Communications, HR/Operations

Salary & Benefits: Asian American LEAD (AALEAD) offers a compensation package that includes a competitive salary range of $41,000-$48,000; fully paid premiums for medical, dental, and vision coverage; fully paid life insurance; long- and short-term disability insurance; a 403B program; opportunities for training and development; 10 days of annual leave per year, 6 days of sick leave per year, plus all federal holidays off.

Asian American LEAD's mission is to empower AAPI youth in underserved communities through culturally responsive programming and advocacy. For more information, please visit our website at www.aalead.org.

Asian American LEAD is an established DC based nonprofit organization focusing on positive outcomes for AAPI youth in the DC, Northern Virginia, and Maryland region. Celebrating its 25th anniversary in 2023, AALEAD has served thousands of young people since its inception through after-school, summer, and mentoring programs. AALEAD believes that all youth can succeed and have the capability of making decisions that impact their education and future. Guided by a new five-year strategic plan and poised for growth and deepening impact throughout the Asian American and Pacific Islander (AAPI) community and across the region, AALEAD seeks an energetic and community centric individual to join a dynamic and committed team as Administrative Assistant. The individual will play a critical role in supporting core functional areas within the organization including communications, operations and HR and development.

The ideal candidate will have a proven ability to work independently while also contributing to a team, taking initiative and direction with major projects, being highly organized and detail oriented, and able to consistently deliver on assigned tasks. The Administrative Assistant must be committed to ensuring the organization provides a positive and supportive environment for staff and thus a lasting impact on the lives of program participants, and their families.

Position Description: The Administrative Assistant will support both the Finance Manager and the Development Director to successfully deliver major projects and support services for the organization and its staff. This role will be responsible for overseeing the style guide and brand of the organization in addition to creating communication collateral for the organization including social media content, newsletters, and light website upkeep. This role will also play a critical function in ensuring major organizational database upkeep is consistent and current and that information is clean. Lastly, this role
will provide key support with staff onboarding and support services, efficient office management, and creating a positive work environment.

As we strive to successfully execute our mission, we, collectively and individually, must live and breathe our organization’s core values of inclusion, community, equity, relationships, and learning. These values are the guideposts for furthering our mission-aligned strategic initiatives.

**Role Profile and Responsibilities:** The Administrative Assistant reports to the Finance Manager but will also work closely with the Development Director. This individual should demonstrate the following in the delivery of their responsibilities:

**Leadership**
- Independently work to complete and deliver work as assigned and take initiative to uplift ideas on where and how to bolster processes in order to foster a nurturing and supportive organizational culture
- Contribute to an optimistic and productive work environment by being a positive force within the team

**Administrative Services Support**
- Create and deliver communications collateral including newsletters, regular social media content posts, one-pagers, light website upkeep, and upholding brand excellence
- Serve as the organization’s data keeper through regular entry, maintenance, monitoring and scrubbing to ensure excellent and clean data warehousing
- Be the librarian and curator of core office and staff support processes including talent recruitment, hiring, onboarding, issuing equipment to new employees, ensuring organization files are updated and complete, monitor employee support services and provide summarized feedback to leadership, office management, and additional projects as assigned

**Qualifications and Competencies:** Qualified candidates for this position should possess the following core competencies and skills:

**Core Competencies**
- Dependability
- Attention to detail
- Interpersonal skill
- Professionalism
- Problem Solving

**Skills and Qualifications**
- Proven experience as an Administrative Assistant, Office Admin Assistant or Virtual Assistant
- Knowledge of office management systems and procedures.
- Proficiency in MS Office, Google Workspace, Zoom, Adobe and other office platforms
- Attention to detail and problem-solving skills.
● Excellent written and verbal communication skills.
● Highly organized with the ability to prioritize, time manage and multi-task as necessary.
● Ability to manage up with collaborators and managers.
● Solid verbal and written communication skills.
● Previous experience working with and/or knowledgeable about the issues and needs of AAPI immigrant youth and families.
● Fluency in any Asian language is strongly preferred.
● Ability to work a Monday-Friday schedule; hybrid.

Equal Opportunity Employer
AALEAD is an equal opportunity employer and prohibits discrimination in any aspect of employment based on an individual’s race, color, religion, creed, sex, national origin, ancestry, age, mental or physical disability, medical condition, marital status, pregnancy, sexual orientation, gender identity, gender expression, any veteran status, any military service or application for military service, genetic disposition or carrier status or any other category protected by federal, state or local laws.

How to Apply:
To apply, please email your resume and a cover letter indicating your alignment and interest with the role. In the subject line, indicate the role you are applying for (i.e. “Application for Administrative Assistant”). Please email all materials to info@aalead.org.