



Department: Operations
Job Title: Administrative Assistant
Reporting to: Chief Operations Officer
FLSA Status: Part-time (up to 25 hours per week)
Date Prepared: 04/01/24

Job Summary: Administrative Assistant

JASMYN supports the empowerment of LGBTQIA+ teens and young adults through leadership, advocacy, resources, and a safe and affirming community. Our vision is for LGBTQIA+ young people's identities, aspirations and contributions are valued and affirmed. We are guided by 6 principles: Centered on Teens and Young Adults, Personal Wellness, Racial Equity, Accountability, Innovation and Partnership. Founded in 1994, JASMYN's staff of more than 25 provides a comprehensive continuum of youth development programs, housing supports, mental health services and health services with a focus on HIV testing, risk reduction counseling, medical linkage for HIV positive youth, and a sexual health clinic that also provides PrEP care coordination.

Supervised by the Chief Operations Officer, the Administrative Assistant will provide support to the C-Suite Officers, consisting of the Chief Executive Officer, Chief Operations Officer, Chief Development Officer, Chief Policy Officer, Chief Programs Officer and Chief Financial Officer.

Responsibilities:

- Provide administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Inputs and updates information in databases and spreadsheets.
- Coordinates logistics for meetings, including room setup and catering.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers, copiers, and fax machines.
- Compiles and summarizes information for reports or presentations.
- Works closely with staff and supports other colleagues as needed.
- Works with sensitive information discretely to maintain confidentiality, security, and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.

Additional Essential Duties

- Other duties as assigned

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.



Education and Qualifications

- High school diploma or equivalent, associate's degree a plus
- Certified Administrative Professional (CAP) or Microsoft Office Specialist (MOS) certification a plus
- Past administrative experience or tenure in an office setting
- A passion for JASMYN's mission, vision, and commitment to intersectional social justice
- Incorporate deep proven knowledge and understanding, existing or learned, of issues impacting queer and trans communities: demonstrated ability to think and work intersectionally, particularly with regard to race, class, gender, sexual orientation, gender expression, age, ability, and HIV status; ability to serve all segments of the LGBTQIA+ community and culture, especially regarding mindfulness and respect with regard to people's pronouns
- Strong written communication, verbal communication, and interpersonal skills

Preferred Qualifications

- Familiarity with standard office platforms, such as Microsoft Office and QuickBooks
- Data management and entry skills, including the ability to maintain and improve filing systems
- Accurate record keeping
- Written communication skills
- Time management, multitasking, and flexibility
- Organizational skills
- Accuracy and attention to detail
- Ability to work well under pressure and navigate multiple deadlines
- Proactive approach to problem-solving and process improvement
- Ability to work well independently and in collaboration with others

Knowledge/Skills/Abilities

- **Cultural Competency** – understands basic concepts around HIV and AIDS and knowledge around the challenges and barriers high risk LGBTQIA+ youth face
- **Team Orientation & Interpersonal** – must be a highly motivated, passionate, and creative team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization
- **Communication** – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner
- **Organization & Time Management** – able to work independently with minimal supervision while planning, scheduling and organizing work schedule to complete actions within established deadlines; able to manage multiple priorities with strong attention to detail
- **Systems & Software** – proficient in the use of Microsoft Office software applications

Compensation and Benefits

- The **Administrative Assistant** is a part time position (up to 25 hours per week)
 - Location is on-site with occasional evenings, weekends and early morning work required
- Compensation is commensurate with experience. The range of pay is \$15-19/hour.



After reviewing the Position Description for this job, interested applicants must submit:

- ✓ **cover letter** detailing relevant experience related to job responsibilities
- ✓ **resume** with years in each position
- ✓ at least three **references** with phone contact information

Please send all application materials to apply@jasmyn.org. Positions remain open until filled. Candidates chosen for interviews only will be contacted. We will be unable to take any inquiries related to posting or hiring details.

JASMYN's Commitment to Diversity and Equity:

JASMYN strives to be a workplace that is representative of the community we serve. We are an equal opportunity employer and encourage leadership and participation from all individuals including LGBTQIA+ (lesbian, gay, bisexual, transgender, and queer) people; people of all genders and gender expressions; Black, Brown and Indigenous People; People of Color; people living with HIV, and people with disabilities.
