



Casa Guadalupe Office Assistant – Hartford Location

Part-time: 25 hours a week on average, flexible work schedule with availability occasionally on some evenings.

General Job Statement:

Will work to ensure the organization and smooth running of day to day operations at the United Way Resource Center, as well as be a point of contact for Casa Guadalupe Education Center's Spanish speaking clients and volunteers in the Hartford area. Will help support and fulfill the missions of both United Way of Washington County and Casa Guadalupe Education Center.

Qualifications:

- Bilingual (English-Spanish)
- Must be available for day and night hours
- Minimum 2 years office/clerical experience
- A customer service attitude
- Exceptional organizational and problem solving skills
- Proficient in the use of Microsoft Office and other related software products
- Support United Way's mission and the non-profit sector
- Strong verbal and written communications skills
- Detail oriented and able to manage multiple tasks simultaneously and reach deadlines
- Verifiable good driving record, reliable transportation and proof of insurance

Responsibilities and Duties:

- Maintain a client-first and customer-service oriented attitude
- Serve as first point of contact with public - answer phone and welcome customers in the Resource Center (for both nonprofit and Washington County clients)
- Assist Casa Guadalupe clients when the need arises
- Assist organizations with room reservations
- Maintain room booking software
- Assist organizations with needs before, during and at the end of meetings/activities
- Set up spaces with table and chairs as requested - including United Way Board Meetings
- Prepare office for meetings (clean room and welcome guests)
- Manage supplies and request supplies to be ordered as needed
- Manage cleanliness of bathrooms, kitchen area and rooms at all times
- Provide monthly usage reports (i.e. how many organizations utilized and how many clients)
- Assist with special on-site events as requested
- May be asked to answer phones at Casa Guadalupe's West Bend location 4-5 times a month for limited hours.
- Other duties as assigned

**Employee to be hired "at will", with a 90 day probationary period.*