



**ADMINISTRATIVE ASSISTANT
SOUTH ASIAN NETWORK, ARTESIA, CA
Position Type: Full Time, Non- Exempt | Pay: DOE**

About SAN:

The South Asian Network (SAN) is a 32-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. SAN is the only South Asian organization of its kind that provides outreach, direct services, and advocacy in four key areas: health and well-being, civic engagement, mental health, and violence prevention and intervention. SAN embraces the diversity of South Asians as strength and builds unity among immigrants and communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work. For more information about SAN, visit www.southasiannetwork.org.

About the Administrative Assistant role:

Reports To: Deputy Director & Executive Director

Type: Full Time, Non-Exempt

Salary/Wages: Ranges between \$40,000 to \$45,000; plus Health Insurance (Medical-Dental-Vision), Paid Leave & option to contribute to the retirement plan.

Position Responsibilities:

SAN seeks an organized, efficient self-starter with keen attention to detail to fill the position of Administrative Assistant. The Administrative Assistant is responsible for general administrative management and office functioning. Responsibilities of the Administrative Assistant include, but are not limited to the following:

- Greet community members as they come to the SAN office, conduct an intake, and direct them to the respective programmatic staff
- Oversee saninfo email account for events and opportunities of engagement
- Address requests for services and general requests received through email and telephone by conducting an intake and referring them to the appropriate programmatic or administrative staff

- Maintain contracts and paperwork related to SAN programs and equipment
- Assist Executive Director and Deputy Director in administrative tasks such as collecting receipts/mail, scheduling meetings, registering for conferences and coordinating travel requests
- Maintain and update donor database
- Prepare and coordinate mailing of pre and post event correspondence such as save the date cards, invitation cards, solicitation letters and thank you letters
- Create personnel files for new employees and inform new employees of organizational policies
- Maintain document accounting for staff sick leave and vacation
- Coordinate maintenance of all equipment needed such as printers, copiers, computers and telephones
- Coordinate, attend, and table at townhalls, workshops, and other SAN sponsored events as needed
- Ensure compliance with SAN policies, contractual obligations and HIPAA regulations
- Coordinate timely receipt of staff time sheets and mileage reimbursement, check time sheets and mileage for accuracy, and file appropriate paperwork
- Assist with fundraising, media relations, outreach and other administrative duties as needed
- Monitor ethnic and social media for South Asian related events SAN can attend
- Handle and distribute incoming and outgoing mail
- Maintain all office and kitchen supplies required by SAN staff and store all supplies in an appropriate manner

Qualifications:

- Associate's degree or Bachelor's degree but not necessary
- Minimum 2 years of work experience in an office environment
- Fluency in Hindi or Urdu oral and written language skills
- Computer Skills: Microsoft Office; Google Apps (Documents, Shared Drive, Meet, Calendar, etc)
- Graphic Designing skills (eg: Canva)
- Well-organized, self-directed, highly motivated, ability to work independently and in a team, and handle multiple tasks
- Ability to work flexible hours (including some weekends)
- Professional conduct and ability to abide by confidentiality and HIPAA rules
- Sensitivity to LGBTIQ+ issues and concerns
- Knowledge of cultural norms and nuances affecting South Asians preferred

To apply, please email a cover letter, resume, and three references to:
saninfo@southasiannetwork.org.

Application deadline: Applications will be accepted on a rolling basis.

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.