About SAN:
The South Asian Network (SAN) is a 33-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.

SAN’s Little Bangladesh office is a new endeavor for the SAN team and community. Southern California’s Bangladeshi community grew 149% from 2000 to 2010, the highest rate of growth of any ethnic group in the region. Bangladeshi immigrants are among the most underserved South Asian groups in 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/Public Benefits role:
Reports To: Deputy Director & Director of Programs
Type: Part-Time, Non-Exempt
Salary/Wages: Ranges between $22,000 to $25,000;

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

- Greet community members as they come to the SAN Little Bangladesh office, conduct an intake, and direct them to the respective programmatic staff
- 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
- Conduct general outreach/tabling on behalf of SAN at cultural/religious and other events
- Maintain contracts and paperwork related to SAN programs and equipment
- Conduct public benefits and healthcare access application assistance for community members: Medi-Cal, CalFRESH, CalWORKS, General Relief, Covered CA etc.
- Coordinate maintenance of all equipment needed such as printers, copiers, computers and telephones
- Ensure compliance with SAN policies, contractual obligations and HIPAA regulations
- 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
- Occasional weekend and evening work

Qualifications:
- Fluency in Bangla is required - oral and written language skills
- Associate’s degree or Bachelor’s degree but not necessary
- Minimum 2 years of work experience in an office environment
Knowledge of the Little Bangladesh community and culture
Fluent in an additional South Asian language is preferred
Must have reliable transportation
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
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.