



**Administrative Assistant**  
**South Asian Network, Artesia, Ca**  
**Position Type: Full Time, Non- Exempt**

**About SAN:**

The South Asian Network (SAN) is a 36-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 the key areas of health and well-being, civic engagement, mental health, violence prevention and intervention, small business support, and youth and senior engagement. SAN embraces the diversity of South Asians as strength and builds unity among immigrants and communities of color 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. For more information about SAN, visit [www.southasiannetwork.org](http://www.southasiannetwork.org).

**About the Administrative Assistant role:**

**Reports To:** Director of Programs & 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, reliable, and community-centered Administrative Assistant to support day-to-day office operations and serve as a welcoming first point of contact for community members. This role supports program staff, leadership, and operations by handling front desk coordination, administrative systems, scheduling, and internal communications. The Administrative Assistant plays a key role in maintaining an efficient, respectful, and culturally responsive office environment.

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
- Answer phone and email inquiries, including in the general email account and address requests for services and general requests by conducting an intake and referring them to the appropriate programmatic or administrative staff
- Provide interpretation/translation support for program staff as needed
- Maintain organized administrative records, contracts, and paperwork related to SAN programs, equipment, and operations
- Support leadership staff (Executive Director, Deputy Director, and Director of Programs) with administrative tasks such as scheduling meetings, registering for conferences, coordinating travel, managing mail and receipts, & updating donor & contact databases
- Assist with onboarding by creating personnel files for new employees and sharing

organizational policies and procedures

- Maintain document accounting for staff sick leave and vacation
- Coordinate maintenance of all equipment needed such as printers, copiers, computers and telephones
- 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
- Distribute incoming and outgoing mail
- Maintain all office and kitchen supplies required by SAN staff and store all supplies in an appropriate manner and maintain office chore wheel, and staff celebrations
- Follow SAN policies related to confidentiality, data privacy, and professional conduct when handling sensitive information
- Coordinate & table at townhalls, workshops, & other SAN sponsored events as needed

**Qualifications:**

- Associate's degree or Bachelor's degree but not necessary
- Minimum 2 years of administrative or office experience
- Fluency in a South Asian language oral and written language skills
- Computer Skills: Microsoft Office and Google Workspace
- Graphic Designing skills (eg: Canva)
- Strong organizational skills, attention to detail, and ability to manage multiple tasks
- Strong, trauma-informed, and clear communication skills
- Ability to work independently and in a team, and handle multiple tasks
- Ability to work flexible hours (including some evenings and weekends)
- Knowledge of the Los Angeles South Asian community and culture
- Sensitivity to LGBTIQ+ issues and culturally responsive practice
- Knowledge of cultural norms and nuances affecting South Asians preferred
- Must have reliable transportation with a valid CA Driver's License

**To apply, please email a cover letter, resume, and three references to:**  
[saninfo@southasiannetwork.org](mailto:saninfo@southasiannetwork.org).

**Application deadline:** Until Filled.

*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.*