



**Admin Assistant/Public Benefits Coordinator**  
**South Asian Network, Koreatown, 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).

**Administrative Assistant/Public Benefits:**

**Reports To:** Director of Programs & Deputy Director

**Type:** Full-Time 40 hours/week, Non-Exempt

**Salary/Wages:** Ranges between \$47,000 to \$52,000; plus Health Insurance (Medical-Dental-Vision), Paid Leave & option to contribute to the retirement plan.

**About the Role:**

SAN seeks an organized, welcoming, and community-centered Administrative Assistant/Public Benefits Coordinator to support daily office operations and provide public benefits assistance at SAN's Los Angeles office. This role serves as the primary point of contact for community members, helps ensure smooth office operations and functioning, and supports program staff by maintaining a positive and culturally responsive environment. This position should work closely with the Artesia-based administrative team to ensure consistency in operations, communication, and policies across offices.

**Position Responsibilities:**

Responsibilities include, but are not limited to the following:

- Serve as a welcoming first point of contact by greeting community members as they come to the office, conduct an intake, and direct them to the respective programmatic staff
- Respond to general inquiries and service requests received by phone or email by conducting an intake and referring them to the appropriate programmatic staff in a timely manner.
- Provide public benefits application assistance to community members, including Medi-Cal, CalFresh, CalWORKS, General Relief, CCA, & related programs
- Inform community members and clients about upcoming SAN programs, services, & events, including employment fairs, ESL classes, computer literacy classes, financial literacy workshops, and other community offerings

- Support outreach and engagement by assisting with event coordination, outreach, event setup, tabling, and on-site support for SAN-hosted workshops, classes, and fairs
- Assist management (Deputy Director and Director of Programs) with administrative tasks such as scheduling meetings, coordinating mail/ receipts, & supporting internal communications
- Provide interpretation and translation support to staff and community members, as needed
- Conduct general outreach/tabling on behalf of SAN at cultural/religious and other events
- Support LA office operations by maintaining organized administrative records, contracts, and paperwork related to programs, equipment, and office activities
- Coordinate office maintenance and basic troubleshooting of office equipment, including printers, copiers, computers, and phones
- Ensure compliance with SAN policies, contractual obligations and HIPAA regulations
- Support interns and volunteers in accordance with SAN policies and procedures, including orientation to office practices and safety protocols
- Maintain office and kitchen supplies and help ensure the office remains clean, organized, welcoming, and functional for both community members and staff
- Help foster a positive, respectful, and professional office environment by communicating clearly, engaging warmly with clients and staff, & contributing to a supportive workplace culture
- Work occasional evenings/weekends, as needed, to support events/classes/community needs
- Follow SAN policies related to confidentiality, data privacy, and professional conduct when handling sensitive information.

### **Qualifications:**

- **Fluency in Bangla is preferred** - oral and written language skills; otherwise fluency in another South Asian language is required
- Minimum 2 years of work experience in an office environment
- Knowledge of the Los Angeles South Asian community and culture
- Must have reliable transportation with a valid CA Driver's License
- Computer Skills: Microsoft Office; Google Suite (Documents, Shared Drive, Calendar, etc)
- Graphic Designing skills (eg: Canva)
- Well-organized, self-directed, & able to manage multiple tasks in a busy office environment
- Ability to work independently and as part of a team
- Ability to work flexible hours, including occasional evenings or weekends
- Professional conduct and ability to abide by confidentiality and HIPAA rules
- Knowledge of cultural norms and nuances affecting South Asians preferred
- Sensitivity to LGBTQIA+ issues and culturally responsive practice

**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.*