



Job Title

Executive Administrative Assistant

Agency assignment

The Michigan Hispanic Collaborative (MiHC)

Term

(Full Time / Contract)

Job Summary

We are seeking an emerging leader to work on an exceptional project that impacts the nation's fastest growing minority group. As an administrative support team member for the Michigan Hispanic Collaborative's (MiHC) program, La Próxima Generación (Próx Gen), projects will be centered on the support and advancement of MiHC's commitment to improve the Hispanic student, college, and career pipeline.

Our vision is to break the cycle of Hispanic poverty by accelerating their economic mobility through education and early career program supports. We uniquely select, train, and mentor academically ambitious Hispanic students in under-resourced communities and work to address and eliminate barriers that stall high school and college academic and employment opportunities.

The Próx Gen program supports students over the course of ten years, from Junior year in high school through college and early career during critical transitions in a Hispanic student's life.

We are looking for a highly organized, responsible, self-motivated, and dedicated individual who has strong writing, research, interpersonal, organization, and technology skills, and can execute auxiliary projects with little direction. In this role, the administrative assistant will be primarily supporting the Executive Director. Vital to this role is their ability to stay organized, attention to detail, and ensure timely delivery of work projects. Spanish fluency is preferred but not required. Language and cultural competency skills are important to ensure quality interactions with families as needed. The successful candidate will be able to work independently and collaboratively, based on the nature of the project.

A cover letter, resume, two letters of recommendation, and a one page writing sample are required for consideration for this position. The cover letter should address your specific interest in the position, and outline the specific skills and experiences that best position you to excel in this role. One candidate will be hired for this opportunity. If selected and extended an offer, the candidate must be available to complete the mandated drug screening and background checks.



Responsibilities

Job responsibilities include but are not limited to:

- Organize the calendar of the Executive Director and provide coordination and support for program related calendar activities.
- Check, review, and respond to organizational emails and voicemails within a timely manner.
- Keep an accurate accounting and prepare for Executive Director review of the staff timesheets, invoice requests, payment authorizations, travel and conference registration and payments, and other administrative tasks as assigned.
- Perform mail merges and maintain proper record keeping procedures to ensure the confidentiality of staff, scholars, families, and stakeholders.
- Transcribe meeting notes and draft executive summaries as assigned.
- Assist with finalizing professional collaterals, flyers, and PowerPoint presentations.
- Assist with event coordination as needed: May College Decision Day, Annual Latinx Sendoff, Fall College and Career Fair, Principal and Guidance Counselor Symposium(s), Summer Scholar Social event, On-site admissions fair, and others.
- Collaborate with MiHC staff to accelerate volunteer engagement efforts. Ensure the integrity of our volunteer records, training, and scheduling.
- Create and manage work plans for projects as assigned.
- Answers questions, resolves problems, and makes recommendations referring complex matters to the Executive Director as appropriate.
- And other tasks as assigned.

Skills & Qualifications

- An Associate's degree or a minimum of 90 credit hours towards a bachelor's degree in business, liberal arts, community development, education, or a related field.
- Excellent organization and prioritization skills.



HISPANIC COLLABORATIVE

- Excellent interpersonal and communication skills (both written and verbal).
- Flexibility and poise in dealing with a diverse set of individuals and organizations.
- Demonstrated proficiency utilizing database management systems as well as MS Office products (e.g., Access, Excel, PowerPoint, Word, Teams), and the Google suite of applications (calendar, presentation, communication and reporting tools). In addition, Zoom and common video conferencing platforms.
- Demonstrated proficiency utilizing social media platforms and analytics reports.
- Capacity to work on multiple tasks and projects simultaneously, while still meeting priorities set by his/her superiors.
- Strong analytical skills and attention to detail.
- Demonstrated experience working with low to moderate income families preferred.
- Ability to work independently and with a team, depending on the project.
- Flexibility with regards to new projects.
- Fluent Spanish speaker and writer preferred but not required.
- Current or former resident of the Southwest Detroit Community, Southeastern Michigan region, Lansing, Pontiac, Grand Rapids, or Holland preferred but not required.

Location

Due to COVID 19, all work deliverables will be delivered virtually. This is subject to change as vaccine distribution occurs and infection rates are published. Upon notice, work will need to be completed in person at a TBD community location.

Notes

Must have a valid driver's license and reliable transportation.

The successful candidate(s), will serve a one year contract. Based on performance and grant funding, they will have the option for a multi-year employment placement.

Please send a cover letter and resume to:

mihc@mihc.org