



## **JOB TITLE: Administrative Assistant (Full Time) Multilingual Language Solutions and Parent and Family Engagement**

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

### **POSITION DESCRIPTION**

The Administrative Assistant for the Multilingual Language Solutions (MLS) and Parent and Family Engagement (PFE) Team will provide specialized support to promote the CABE MLS services and PFE program. This position will include providing administrative and promotional and marketing support to build and maintain them. This position will include processing and filing contracts, coordinating the scheduling of translation and interpretation jobs with school districts and organizations, and supporting the creation of a network of translators and interpreters. This position will be under the supervision of the Director and Coordinator of the MLS services and PFE program.

### **ESSENTIAL JOB DUTIES**

#### **CABE Vision**

- Actively support CABE's vision of biliteracy, multicultural competency & educational equity for all, and the implementation of the CABE Strategic Plan.

#### **Tasks and Duties**

- Answer and screen telephone calls from clients.
- Respond to emails with quality communication skills.
- Provide administrative support such as copying, filing, scheduling, etc.
- Support marketing, surveying and promotion plan of the CABE interpretation and translation services.
- Communicate and recruit translators and interpreters in various languages.
- Set up virtual meetings with applications such as Zoom, Teams, etc.
- Collaborate and coordinate closely with services and program coordinator, Parent and Family Engagement Director, and CEO.
- Create and maintain databases and spreadsheets for client support.
- Work in conjunction with accounting and accounts receivable team to request invoices and support follow-up for payment.
- Process and submit timesheets for services provided by MLS, and PFE team.
- Other duties as assigned.

## **JOB REQUIREMENTS**

- Experience in working in direct contact with customers as well as in an office environment.
- Ability to work and multi-task in a fast-paced environment.
- Knowledge and experience with Microsoft Office 365 and databases (proficiency in Excel preferred).
- Able to communicate with multilingual/multicultural clients and partners.
- Filing, copying, and preparing materials for workshops and meetings, organizing receipts and materials.
- Experience with time management while working within a timeline for task completion.
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations.
- Willing to travel to various schools, districts, and conference/event locations.
- Ability to work a flexible schedule inclusive of extended hours and some weekends.
- Physical abilities including standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying, fine manual dexterity.

## **INTERPERSONAL SKILLS**

- Continue to develop and strengthen CAFE's professional profile and customer service.
- Work collaboratively within and across departments, as a team player who listens and is ready to learn.
- Address new challenges and projects with a positive, innovative and solutions-based approach.
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups.
- Ability to communicate effectively verbally and in written form.

## **COMPENSATION**

- Base Salary--\$17.00/hr, non-exempt
- Medical, dental, vision, life insurance and 403 (b) retirement plan

## **Application**

- Complete the CAFE Job Application at <https://fs3.formsite.com/cabeforms/form155/index.html>
- Applications must include a Resume, Letter of Introduction and Intent, and three letters of reference

**DEADLINE TO APPLY: OPEN UNTIL FILLED**