

## **PT Administrative Assistant – Bilingual (Japanese/English)**

Job Title: Administrative Assistant

Employment Status: Part-time hourly

Compensation: DOE

Supervisor: Director

Start Date: TBD

### **Position Summary:**

Japanese American Social Services, Inc. (JASSI) is currently seeking a PT Administrative Assistant (appx. 14 hours per week) to join the team. In this role the successful candidate will manage varied and related functions in each area to help grow a non profit organization. As a professional, s/he will maintain high standards of ethical conduct and must be able to work with staff, volunteers, board members and partnered agencies in a caring manner. S/he must possess a willingness to learn. S/he must be bilingual and able to speak, read and write in English and Japanese. S/he must be flexible and take initiative when appropriate.

### **Primary Responsibilities:**

#### **Administrative Assistance**

- Support to board of directors as directed
- Provide general assistance with board meeting planning and arrangements
- Maintain up to date documents and policies (e.g. tax, organizational, board, human resources, fundraising).
- Manage technical systems and maintenance of office equipment
- Manage day to day finances and assist with book keeping, payroll, and audit
- Track, enter and maintain donor and grant related information
- Manage tracking and completing donors related correspondence
- Assist with all aspects of fundraising related events
- Troubleshoot and maintain technical systems

### **Education/ Skills Requirements:**

- Bilingual in Japanese is required.
- Bachelor's degree required.
- 1-2 years prior administrative/office management experience in the non-profit sector strongly preferred.
- Excellent organizing skills.
- Attentive to details and deadline.
- Demonstrated professional attitude and ability to maintain confidentiality.
- Ability to take initiative and work both independently and in teams.
- Must be able to work well in a fast-paced environment, with changing priorities and handling multiple tasks.

- Strong computer skills and knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).
- Strong problem solving skills.
- Strong written and verbal communication skills a must.
- Demonstrated ability to work in culturally diverse communities.
- Highly motivated and strongly commit to the goals and mission of JASSI.

**To apply:**

Please e-mail a cover letter and resume to [chorikawa@jassi.org](mailto:chorikawa@jassi.org) with “PT Administrative Assistant” in the subject line. No phone calls, please. Only candidates being scheduled for interviews will be contacted. This position start date is negotiable.

For more information about the organization and program visit us at <http://jassi.org/>