

## **Administrative Associate**

### **Engage Miami**

**Position:** Administrative Associate  
**Salary:** Part-time (28 hrs/week) \$32,000 - \$38,000 or  
Full-time (35 hrs/week) \$40,000 - \$47,500  
**Location:** Miami, Florida  
**Reports to:** Director of Operations

#### ***ABOUT ENGAGE***

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter activation, civic leadership development, and effective local organizing and advocacy on the issues that matter to young people in South Florida. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful.

#### ***JOB DESCRIPTION***

Engage Miami seeks an enthusiastic and capable Administrative Assistant to support internal operations and development needs of Engage Miami and ensure efficient functioning of essential systems and projects. This position is heavily administrative with tasks generally falling under office administration, fundraising and development, and some support with financial systems.

#### ***Administrative Assistant Job Responsibilities***

- Carry out administrative duties such as filing, data entry, copying, scanning, tracking receipts, completing expense reports, form completion, invoicing, etc.
- Answer or make phone calls on behalf of the Operations Department, such as to vendors or customer support
- Coordinate meeting schedules and follow up
- Support internal reviews and controls by providing quality assurance checks on employee files and financial trackers as requested.
- Coordinates facilities management such as scheduling cleaning services, accepting deliveries, researching vendors, and providing price comparisons as requested
- Make travel arrangements for senior staff such as booking flights, cars, and lodging
- Assists with meeting preparation by preparing supporting documents, sending out meeting reminders, providing zoom team meetings, etc.
- Maintains supplies and equipment inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, completing preventive maintenance requirements, calling for repairs, etc.
- Supporting space scheduling and set up, including coordinating with both staff and external partners
- Support with development and fundraising, including mailings, data entry, file management, etc.
- Assisting with special projects, initiatives, or events

- Other administrative duties as assigned

### ***Skills and Qualifications***

- Administrative writing skills and comfort with basic mathematical skills
- Proficiency with Google Suite, including docs and sheets
- Attention to detail, including consistent formatting of documents, updating contact lists, ensuring accuracy
- Prompt and thorough follow up and execution of tasks with both internal and external stakeholders
- Excellent organizational skills, including supply management and inventory control, file management, and project coordination, and follow through
- Ability to maintain confidentiality and strong judgement regarding communication
- Solution oriented mindset and ability to offer problem solve and contribute both individually and as a member of a team
- Strong verbal communication with comfort interfacing with vendors and ability to represent Engage Miami positively and effectively
- Desire to support a high-functioning team and contribute to the organization as a whole
- Commitment to racial, economic and gender equity and interest in supporting progressive political engagement led by and for young people
- Eager to learn, grow, and take on new challenges
- 2 years of administrative assistant experience or experience with similar skills as listed above
- Knowledge of appropriate software including: Google Suite, Zoom, and desire and willingness to continue learning new tools as needed

*Individuals who are Black, indigenous, immigrants, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.*

*Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a technology and wellness stipend.*

To apply, provide your resume as a pdf together with an email stating your interest in the position to [hire@engage.miami](mailto:hire@engage.miami) with the subject line of "Administrative Associate Application." Please note that applicants invited to interview should be prepared to share at least two references. **Applications will be reviewed on a rolling basis with a desired start date of January 2022.**