

## **Catholic Charities Education Services (Hogar Immigrant Services)**

### **Administrative Assistant (Part-time -20 hours per week—Non-exempt)**

Catholic Charities of the Diocese of Arlington follows Christ's call to "Welcome the Stranger" through our Education Services programs. Education Services, headquartered in Manassas, provides ESOL, citizenship and life-skills classes to the NOVA immigrant population. We have an opening for a part-time Administrative Assistant (20 hours/week). This position will be responsible for greeting clients, answering and returning phone calls and checking voicemails in both English and Spanish. He/she will also manage all accounts receivable payments and track accordingly, as well as track and handle all credit card transactions and reports for accounting purposes. In addition, the Administrative Assistant will order and track all office supplies and manage communications with building management and other service providers. The position will also provide staffing support for classes and perform other duties as assigned.

#### Minimum Requirements:

- High school diploma required. Bachelor's degree or equivalent experience preferred.
- Fluent in English and Spanish required.
- At least 2 years of demonstrated customer service or receptionist experience.
- Demonstrated knowledge of MS Office.
- Demonstrated ability to pay attention to detail and be able to multi-task.
- At least 1 year of experience working with and/or managing volunteers.
- At least 2 years of experience working in a multi-cultural environment
- Willingness to uphold Catholic moral and social justice teachings in the workplace.

This position requires some scheduled weeknight and weekend hours. There is a three-month provisional period for this position.

This position will report to the Program Director of Hogar Immigrant Services. To apply, please send your resume, cover letter, and salary requirements to [jobs@ccda.net](mailto:jobs@ccda.net). No phone calls, please.