Job Announcement

The Coalition of African and Caribbean Communities (AFRICOM), a Philadelphia-based non-profit organization which advocates for, organizes, and empowers African and Caribbean immigrants and refugees, is seeking to hire a dynamic part-time Administrative Assistant to work at our Southwest Office.

Start date: The successful candidate is expected to start on April 1, 2019. This is a one-year position renewable.

Schedule: The position requires a 15 hours/week commitment on Tuesday, Thursday, and Friday from 8:30 am to 2:30 pm.

Compensation: The starting salary for this position is $15 per hour plus a $20 transportation stipend.

Application: To apply for this position, send a resume and cover letter (one-page maximum), addressed to: Dr. Philip Udo-Inyang at info@africom-philly.org.

Job Description: Administrative Assistant

Reports to the Chief Operating Officer

Essential functions

The Administrative Assistant will perform general office administration support. Essentially the Administrative assistant:

1. Administrative support

   • Oversees office supplies, places orders, tracks inventory, monitors office equipment and furniture;
   • Prepares for general membership and board of directors’ meetings by preparing and distributing notice of meetings, agendas, minutes and other documents, electronically and in hardcopy;
   • Assists with planning for events and preparing activity reports;
   • Maintains organizational files and documents, activity reports, and memos;
   • Compiles and tracks membership recruitment activities;
   • Prepares C.O.O and Board chair’s memos;
   • Coordinates office insurance;
   • Manages donor database, manages membership database, coordinates volunteer activities;
   • Serves as the first point of contact for the organization and performs general administrative support.
2. **Special events**
   - Assists with special events logistics;
   - coordinate AFRICOM’s tabling at community events.

3. **Communication**
   - Answers phone inquiries and e-mails, maintains and sends calendar of events to members, coordinates bulk emails;
   - Interfaces with all Executive officers and members of the Board of Directors
   - Handles day-to-day communications;
   - Coordinates Africom website and updates social media platforms;
   - Schedules and sends general meeting announcements;
   - Assist with donor communication including appeals and thank-you letters;
   - Completes special projects as needed and as directed by the C.O.O or Board of Directors.

4. **Qualifications**
   - Minimum of one-year experience in non-profit organization management preferred;
   - College degree or equivalent preferred;
   - Knowledge of other languages, e.g., French and other African languages, preferred;
   - Proficiency in MS Office (Word, Excel, Publisher, etc.) required;
   - Knowledge of QuickBooks preferred;
   - Detail oriented and excellent follow-through skills;
   - Excellent writing/editing and oral communication skills;
   - Ability to work as a team member with minimal supervision;
   - Strong interest in the mission of AFRICOM.

**AFRICOM is a non-profit 501 c3 organization whose mission is to organize and build a collective agenda so that immigrants and refugees can feel a sense of belonging, empowerment, and self-sufficiency. Our goal is to empower communities to identify and address collectively the social, cultural, economic and political barriers to success.**

**AFRICOM is an Equal Opportunity Employer (EEO).**