



Job Announcement for Bilingual Administrative Assistant, Salisbury, MD

Join MCN's Team as a Full-Time Administrative Assistant!

Migrant Clinicians Network (MCN) is hiring a full-time Administrative Assistant to work in our Salisbury, MD office. Our mission is to bring education, technical assistance, peer support, and advocacy to the clinical field working towards health justice for the immigrants and migrant communities. The incumbent will work integrally with the organization's East Coast Office to maximize the effectiveness and timely implementation of all programmatic duties. The Administrative Assistant will increase the efficiency of the staff through planning and day-to-day project support.

Primary activities include:

- Schedule, organize and provide logistical support for meetings, both in person and virtually, and prepare meeting minutes as requested
- Document project activities and encounters and assist with contact management via MCN's technical assistance (TA) and contact database and other project management tools
- Maintain and coordinate staff calendars
- Prepare travel arrangements, itineraries, and reimbursement forms
- Respond to information requests and prepare materials for distribution
- Administer and prepare documents for new and departing staff and interns
- Prepare daily correspondence; shipping and receiving
- Schedule and assist with office maintenance and light cleaning
- Maintain and document use of office petty cash, purchases, and reimbursements.
- Assist with data entry
- Assist with distribution of materials for meetings and projects

B. Core Competencies

- Committed to working with MCN 2+ years
- Works in alignment with MCN's organizational values -- teamwork, innovation, excellence and a passion for the mission
- Applies MCN's performance improvement goals and guidelines
- Maintains a positive outlook and flexibility in MCN's fast paced and dynamic environment
- Demonstrates personal initiative in all activities
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members and other organizations
- Embodies the belief that healthcare is a right

JOB REQUIREMENTS:

- Associate degree from an accredited two year college preferred.
- Bilingual in English and Spanish required.

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- One-two years of administrative experience preferred.
- Computer Skills: Ability to use Microsoft Office 365, G Suite, Adobe Professional and project management software.
- Strong organizational skills and excellent communication skills.

COMPENSATION – This position starts at \$15 per hour. MCN offers full-time employees benefits including: health insurance, retirement, disability insurance, a health and well-being stipend, and monthly contributions to a health savings account. MCN offers 12 holidays and provides an additional 18 days/year of paid time off and 21 days off after three years.

APPLY TO MCN

Please submit a current resume and cover letter detailing your experience and qualifications, along with contact information for at least three professional references to <https://app.smartsheet.com/b/form/06189ff0dd2d40928ca3a10c17399791>

MCN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.