

## **ROLE DESCRIPTION: REMOTE/VIRTUAL ADMIN ASSOCIATE**

<b>Position:</b>	<b>Admin Associate</b>
<b>Hours</b>	<ul style="list-style-type: none"> <li>Starting with 15-25 per week to grow to full time 40 hours per week</li> <li>Must be available EASTERN TIME ZONE</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>Contractor</li> <li>Long-term</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>Fully bilingual in English &amp; Spanish</li> <li>100% to be verified</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>Virtual/remote</li> <li>Familiarity with Maryland, USA/DMV REGION</li> </ul>

### **POSITION SUMMARY:**

Serves as the administrative assistant and helps to maintain organized, timely and professional servicing (internally to team members and externally to clients & partners) through verbal or written communication. Provides substantive assistance focusing on outreach, marketing, research, operations & infrastructure, HR, and other functions as needed. Overall, supports the company to ensure the timely and thorough completion of tasks.

### **ROLE FUNCTIONS**

- Provides administrative and project-based support as needed primarily while working remotely.
- Supports outreach campaigns to assist with corporate and client projects.
- Assists with all paperwork, including creating and editing documents.
- Assists with scheduling and planning meetings, training or other business events.
- Follows up on phone calls, emails, projects and issues as required.
- Support maintenance/updates of internal systems- SharePoint, Asana, OneNote, Slack etc.
- Supports outreach efforts, including calls, texts, WhatsApp, emails to inform and engage community partner and stakeholders
- Research and data mines to identify resources, events and other information as requested.
- Provides administrative support for Team in a fast-paced environment.
- Performs all other activities as required.

### **SKILLS, EDUCATION AND EXPERIENCE:**

- 2+ years of experience working in an administrative role.

- Exceptional communication, in English & Spanish, including written, verbal and comprehension.
- Experience completing tasks and ability to return to interrupted tasks.
- Exceptional attention to detail.
- Proven ability to meet deadlines.
- Ability to deliver high-quality work, consistently and dependably.
- Ability to juggle multiple projects/clients.

Ability to work independently and collaboratively with others.

- Familiarity with digital/social media platforms, content development, tracking and monitoring.
- Interested and committed to helping and empowering the Latino community in the USA.
- Interested in a long-term engagement with growth, both in compensation and responsibilities.
- REQUIRED: experience with Microsoft Office 365, Asana and Slack.
- PREFERRED: familiarity with Maryland, DMV Region of the USA.
- PREFERRED: experience working with government and nonprofit clients, or organizational clients in the USA, not just retail clients.
- Occasional travel may be required.

---

#### REQUIRED COMPETENCIES:

- Exceptional administrative skills
- Organized & attentive to details
- Able to work effectively within a team
- Proven bilingual communication
- Resourceful & knowledgeable
- Ability to think critically and problem solve- including ability to anticipate needs.

---

**Application Process:** Interested candidates should submit a resume, showcasing relevant work, and a cover letter highlighting their bilingual skills and experience and compensation requirements to [trabajos@coolassociatesllc.com](mailto:trabajos@coolassociatesllc.com).

**We are an equal opportunity employer, committed to creating a diverse and healthy workplace.  
Diverse candidates encouraged to apply.**