



## Asociación para la Educación Teológica Hispana

### **Bilingual Project Manager Assistant Job Description**

This is a 30 hrs. a week position, therefore, there are job benefits included. The objective of this position is to assist the Project Manager in the daily tasks.

#### **Responsibilities**

The Project Manager Assistant must be able to perform routine office procedures independently, type a variety of correspondence in both English and Spanish, and oversee the maintenance of files and membership databases. This person should also be able to answer phones, respond to inquiries and supervise the distribution of incoming and outgoing mail.

The Project Manager Assistant maintains the corporative & financial records and provides necessary documentation to the Project Manager and external auditor to complete grant reviews or audited reports.

The Project Manager Assistant assists the Project Manager in the coordination of meetings and events. He or she offers direction in the coordination of other national or regional meetings of the Asociación:

- Keep the event work plan updated
- Monitor the execution of the plan
- Take corrective and alternative measures to keep the plan on course
- Maintain fluid and timely communication with the people, committees and organizations that contribute to the realization of the event
- Monitor the status of income and expenses of the event budget
- Monitor the progress of the registration. Solve the problems that may arise in the inscriptions
- Help coordinate with the Project Manager the activities week by week
- Help coordinate the evaluation of the event and obtain learnings
- Assist in the preparation of the final report

The Project Manager Assistant works closely with the Project Manager in performing tasks associated with the project and committees. He or she must perform other duties as assigned by the Project Manager. This position reports and works under the direct supervision of the Project Manager.

## **Qualifications**

The applicant must be willing to work in a Christian environment that promotes theological education. He or she must hold a degree in management, administration, or equivalent and have work experience as an Administrative Assistant, bookkeeper, or similar role. This person must show proven ability to organize and complete multiple tasks and demonstrate proven ability and willingness to be an active team member of a team-based work environment. Excellent administrative skills are required. Applicant should possess an effective presentation, verbal and written skills in English and Spanish. He or she must type at least 45 wpm and have knowledge and experience working with MS Office and Google applications. Familiarity with office gadgets and applications. Must be discrete and maintain confidentiality.