



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** BHD Administrative Assistant (Prevention and Programs)

**Open Date:** September, 2023

**Closing Date:** Until filled

**Pay Range:** \$20.00 to \$23.00 Per Hour

### **Job Summary:**

The Administrative Assistant is responsible to engage and educate the community about the organization and its goals. In addition, will act as a support to the program administrator with clerical duties. The duties include but not limited to acting as a liaison with community partners to further the organization goals, take part in community fundraising events and identify a respective sponsor list, recruitment of potential clients, and volunteer recruitment. Responsibilities include coordinating and organizing all events required by grants. Clerical duties may include but not limited to communication with, billing and data input for collaborative agencies, and travel between work sites.

### **Job Responsibilities:**

- Provide coordination support for all events required by grants
- Coordinate and setup all vendors and participating partners for community and outreach events
- Organize event timelines to ensure deadlines are met
- Create and distribute outreach materials
- Document each outreach contact during or after each outreach excursion
- Responsible for tallying monthly outreach contacts and completing reports
- Develop and sustain positive relationship with a range of people, including community leaders, local groups and organizations, and local authorities
- Working as part of a team to support and sustain community-led action around issues related to health and wellbeing
- Working as part of a team to organize and hold events that draw in and involve local residents and partners
- Contribute ideas and develop activities suitable for goal of the events
- Supporting face-to-face, online and print communication and marketing activities
- Administrative duties and support to prevention team
- Monthly billing and reporting



華埠服務中心  
**Chinatown Service Center**

BHD Administrative Assistant (Prevention and Programs)

- Assist Program Admin to communicate with collaborative agencies
- Create new client charts and manage records as needed
- Receptionist for in-person clients and assist with preparing client documents
- Greeting visitors and clients with a positive, helpful attitude

### **Job Qualifications:**

- Bachelor degree in psychology, social work, public health, or related field
- Experience of using creative platforms for community engagement, such as design, art, photography or video
- Experience of producing deliverables for a range of audiences, including reports, presentations and blogs.
- Comfortable and knowledgeable of the health care industry
- Strong presentation skills
- Strong organizational skills and ability to multi-task
- Strong communication skills, verbal and written
- Ability to work evening and weekend hours as needed
- Ability to travel between work sites
- Must have a valid driver's license and clear Department of Motor Vehicles record This position requires the employee to drive
- Bilingual/bicultural English and Chinese required

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: BHD Administrative Assistant (Prevention and Programs)**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**