



LEARNING TOGETHER TO
LOVE OUR NEIGHBORS AS OURSELVES

Position Title: Office Assistant

Status: Full-time

Reports to: Executive Director

Position Summary:

The Office Assistant plays an important role in the efficient operations of Casa Chirilagua, providing comprehensive administrative and building management support. This position involves overseeing administrative tasks while supporting the executive director and staff, acting as a liaison to the board, and managing maintenance of the building. The ideal candidate is a team-player who excels in multitasking, is highly detail-oriented, and committed to the values of our organization.

Organization:

Casa Chirilagua's mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. We seek, live, and profess a message of restoration between God and people and between individuals. We highlight these values in what we call the 5 R's. These values guide our decisions and focus for the future and growth of our organization: 1) Reliant on God, 2) Rooted in the community, 3) Relational is all we do, 4) Reconciliatory toward God and one another and, 5) Regenerative, investing in the regeneration of individuals and our entire neighborhood.

Key Responsibilities:

Administrative Support:

- Prepare and edit correspondence, memos, contracts, and invoices.
- Support the Executive Director's executive responsibilities, including assisting with communications, contracts, and special projects.
- Support Executive Director with internal and external communications.
- Assist with preparation for events, conferences, board meetings, presentations, including preparation of materials and logistical support.
- Complete expense reports and manage correspondence with vendors.
- Collect program tuition, register payments, generate reports, and communicate with individuals in arrears.
- Provide courteous and professional assistance to employees, visitors, and vendors who require access to the building or assistance with facilities-related issues.
- Manage petty cash for various activities.
- Procure supplies for family dinners and other Casa events.
- Assist in other administrative tasks as needed.



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Building Management:

- Arrive each morning to unlock the office building, ensuring it is accessible to employees and visitors. Activate security systems as necessary and perform initial safety checks.
- Order office and building supplies, maintaining accurate expense reports.
- Ensure that essential facilities such as restrooms, break rooms, meeting rooms, and common areas are fully operational and well-maintained.
- Oversee building management, coordinate vendor services for maintenance, and liaise with city contacts for repairs.
- Handle additional projects related to building equipment.
- Manage building rentals and coordinate staff involvement.

Qualifications:

- Bilingual English/Spanish is required; must speak Spanish at an advance level or higher.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Proficiency with Microsoft Office: Excel, Word, PowerPoint, and Outlook.
- Excellent oral and written communication skills in English.
- Detail-oriented with a focus on accuracy.
- Ability to work independently and collaboratively in a team, be a team-player, be flexible and able to prioritize work.

Education and Experience:

- High school diploma or equivalent required. Associate degree preferred.
- A minimum of one year working in a similar setting preferred.

Additional Requirements:

- Provide Faith Statement
- Letter of recommendation from pastor

Salary begins at: \$37,361 and is commensurate with experience.

Benefits: Medical, dental, and vision benefits, short-term disability, paid-time-off, paid holidays, 12 weeks maternity leave after one year of employment.

Expected hire date: ASAP



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Work schedule: Monday-Friday business hours 10 am – 6 pm onsite in Alexandria, VA, and occasional evenings for family engagement events. While occasional evenings and weekends are required, we offer flexibility in scheduling to ensure our team members have time to recharge and pursue personal interests.

To Apply:

Please send your resume to jobs@casachirilagua.org.