



Coalition of African and Caribbean Communities in Philadelphia  
*Advocating for African and Caribbean Immigrant and Refugees – Contributing to Global Philadelphia*

## Job Announcement

The Coalition of African and Caribbean Communities (AFRICOM), a Philadelphia-based non-profit organization which advocates for, organizes, and empowers African and Caribbean immigrants and refugees, is seeking to hire a dynamic part-time **Administrative Assistant** to work at our Southwest Office.

**Start date:** The successful candidate is expected to start on April 1, 2019. This is a one-year position renewable.

**Schedule:** The position requires a 15 hours/week commitment on Tuesday, Thursday, and Friday from 8:30 am to 2:30 pm.

**Compensation:** The starting salary for this position is \$ 15 per hour plus a \$ 20 transportation stipend.

**Application:** To apply for this position, send a resume and cover letter (one-page maximum), addressed to: Dr. Philip Udo-Inyang at [info@africom-philly.org](mailto:info@africom-philly.org).

---

### Job Description: Administrative Assistant

#### Reports to the Chief Operating Officer

---

#### Essential functions

The Administrative Assistant will perform general office administration support. Essentially the Administrative assistant:

#### 1. Administrative support

- Oversees office supplies, places orders, tracks inventory, monitors office equipment and furniture;
- Prepares for general membership and board of directors' meetings by preparing and distributing notice of meetings, agendas, minutes and other documents, electronically and in hardcopy;
- Assists with planning for events and preparing activity reports;
- Maintains organizational files and documents, activity reports, and memos;
- Compiles and tracks membership recruitment activities;
- Prepares C.O.O and Board chair's memos;
- Coordinates office insurance;
- Manages donor database, manages membership database, coordinates volunteer activities;
- Serves as the first point of contact for the organization and performs general administrative support.

## 2. Special events

- Assists with special events logistics;
- coordinate AFRICOM's tabling at community events.

## 3. Communication

- Answers phone inquiries and e-mails, maintains and sends calendar of events to members, coordinates bulk emails;
- Interfaces with all Executive officers and members of the Board of Directors
- Handles day-to-day communications;
- Coordinates Africom website and updates social media platforms;
- Schedules and sends general meeting announcements;
- Assist with donor communication including appeals and thank-you letters;
- Completes special projects as needed and as directed by the C.O.O or Board of Directors.

## 4. Qualifications

- Minimum of one-year experience in non-profit organization management preferred;
- College degree or equivalent preferred;
- Knowledge of other languages, e.g., French and other African languages, preferred;
- Proficiency in MS Office (Word, Excel, Publisher, etc.) required;
- Knowledge of QuickBooks preferred;
- Detail oriented and excellent follow-through skills;
- Excellent writing/editing and oral communication skills;
- Ability to work as a team member with minimal supervision;
- Strong interest in the mission of AFRICOM.

***AFRICOM is a non-profit 501 c3 organization whose mission is to organize and build a collective agenda so that immigrants and refugees can feel a sense of belonging, empowerment, and self-sufficiency. Our goal is to empower communities to identify and address collectively the social, cultural, economic and political barriers to success.***

***AFRICOM is an Equal Opportunity Employer (EEO).***