



JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT
Full-time, Hourly, Available Immediately
Los Angeles, CA (Ktown)

The Program for Torture Victims (PTV), the nation's pioneer treatment center for survivors of torture and persecution, has an exciting entry-level opportunity for an individual interested in assisting traumatized asylum seekers and other recently-arrived refugees. PTV rebuilds the lives of survivors of torture, persecution or human rights abuse from more than 70 countries. PTV has healed the wounds of thousands of survivors through medical, mental health, legal, case management, peer support, and advocacy programs in Southern California.

PTV has an immediate opening for a full-time Administrative Assistant to support the leadership of our organization — serving as office coordinator and executive assistant — helping to build capacity while knowing how to problem solve daily office functions. This position provides clerical, facilities, human resources and fundraising support to the Executive Director and Development Director who both provide assignments, set priorities and timelines, monitor workload, and provide feedback.

Core responsibilities include:

- Assist the Executive Director with special projects, scheduling, travel, and community outreach. Manage external vendors; assist with banking and facilities issues;
- Assist the Development Director with donor communications and marketing especially as it pertains to the website and social media, special events, volunteers, and grants;
- Coordinate HR functions such as timesheets, staff benefits enrollment, and update of personnel files;
- Manage and order office supplies, troubleshoot computers and office equipment, and perform other duties as assigned.

The ideal candidate will have excellent attention to detail, high attention to deadlines, possess excellent oral and written communication skills, and be self-motivated and well organized. S/he should have a demonstrated work or volunteer history of completing projects with minimal supervision and ingenuity to accomplish tasks with attention to budget.

The ideal applicant will possess a Bachelor's degree and have at least one year of support or project experience, preferably at a nonprofit organization. Applicant must be proficient in MS Office programs. Wordpress, the Adobe Creative Suite, and fundraising database experience such as eTapestry, Raisers Edge, Salesforce is a plus. This is a full-time, hourly position **at \$14-\$20/hour**, depending on experience and education.

To be considered complete, applications must include a cover letter describing your interest in the position, specific qualifications that match the above requirements, résumé, salary requirements, and three professional references.

Email complete packet in PDF or Word format to: **jobs@ptvla.org**
No phone calls please. Principals only.

In an effort to bring greater diversity and cultural capacity to our workforce, PTV encourages people of color, LGBT individuals, and pan-cultural or multi-lingual candidates to apply. PTV does not discriminate on the basis of national origin, sex, religion, age, disability, sexual orientation, gender identity or veteran status.