



## Job Description

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**Job Title: Administrative & Data Assistant**

**Site: Compton**

**FLSA Status: Non-Exempt**

**Salary Range: \$45,760 - \$55,000**

**Program: SECTOR**

**Reports To: Chief Programs Officer**

**Job Code: 240423**

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**SECTOR:** The Skills and Experience for the Careers of Tomorrow (SECTOR) program is a program of the LA County Justice, Care, and Opportunities Department. In 2024, EntreNous was awarded a SECTOR grant from the County of Los Angeles. This program provides occupational training, workforce preparation, and support services, along with job development, placement, and follow-up for adults (18+) impacted by the justice system.

The SECTOR Administrative & Data Assistant will coordinate with the SECTOR team to gather data, maintain and update databases, process and organize documentation, prepare progress reports, and analyze data as needed. The successful candidate has a problem-solving mindset, high integrity, and the ability to undertake multiple tasks simultaneously. This individual will also be expected to work independently and must possess the ability to prioritize various responsibilities.

### Responsibilities

- Facilitate enrollment of participants into SECTOR programming
- Enhance office procedures in accordance with program and grant needs
- Prepare reports, presentations, correspondence, and other materials as required
- Take minutes at staff meetings and distribute them to staff
- Enter data using multiple database platforms
- Respond to requests for information by sending out appropriate materials
- Assist with special projects when necessary
- Actively participate in designated meetings, training sessions, and special events
- Provide support to the finance department
- Work in tandem with the grants coordinator
- Other duties as assigned

### Qualifications/Hiring Criteria

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 2 years FT paid work experience in a nonprofit setting preferred
- Minimum of high school diploma required, Bachelor's degree preferred
- Substantial and significant use of computerized management information systems and proficiency in Microsoft Word, Excel, PowerPoint, Google Suite, etc.

- Applicants who have been directly impacted by incarceration (formerly incarcerated) will be given priority
- Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
- Excellent oral and written (English) communication skills with demonstrated ability to effectively communicate with participants, staff, management, and community partners
- Sensitivity to individuals of various socio-economic and ethnic backgrounds
- Strong organizational skills; ability to perform multiple tasks and meet deadlines
- Flexible team player with a positive attitude
- Passion for EntreNous' mission and purpose
- Capacity to maintain confidentiality and discretion
- Bi-lingual - English and Spanish (preferred but not required)
- Right to work in the United States and a TB test within the last four years
- California Driver's License, clean DMV record & adequate auto insurance
- Covid vaccination records
- Experience working with justice system involved (impacted) adults 18+ from low-income, diverse cultural backgrounds
- Applicants offered a position with EntreNous are subject to a LiveScan Background check. Certain past criminal convictions are not a reason for disqualification

### **Benefits**

- Health (Kaiser), Vision (VSP) and Dental Insurance (Delta) (100% Company Paid)
- 18 paid holidays
- Retirement Plan
- 40 hours of sick time
- 9-day work schedule (every other Friday off)
- 40 hours of personal time off (at one-year anniversary)

**How to Apply:** The position will remain open until filled. Applications can be made through Indeed, Monster, ZipRecruiter, LinkedIn, and Facebook. PLEASE DO NOT DUPLICATE YOUR APPLICATION. (No recruiters and no phone calls, please).

EntreNous is an equal-opportunity employer. EntreNous strongly encourages applications from all qualified individuals who share lived experiences with the communities we serve. In particular, EntreNous welcomes applicants who are formerly incarcerated and/or justice-involved.

It is the policy of EntreNous to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.