



Administrative Associate

Hourly Employee

todosjuntoslc.org

Location: Downtown Austin

Start Date: Fall 2025

Application Due Date: October 15th, 2025

About Todos Juntos:

Todos Juntos Learning Center (TJLC) is a dual-generation learning center that serves Central Texas, with a mission of supporting the academic and social well-being of families through education, empowerment, and community support.

Todos Juntos is seeking a dynamic and detail-oriented Administrative Associate to play a key role in supporting our operations and programming. We're looking for an enthusiastic and proactive individual who thrives in a fast-paced (and fun!) environment, can manage multiple priorities, learns quickly, communicates clearly, and enjoys helping others solve problems.

This role will work closely with the Operations and Programs teams. As Todos Juntos' Administrative Associate, you'll gain valuable, hands-on experience in the day-to-day operations of a mission-driven nonprofit creating meaningful change.

This is an in-person position based in our casual, collaborative office, with some flexibility in work hours.

Why work at TJLC? In 2025, for the third year in a row, we earned the Best Place for Working Parents in Austin designation for our family friendly policies and practices to support employees, specifically working parents. At Todos Juntos, you'll work as part of a committed and diverse team that prioritizes integrity and transparency, and values equity, relationships, and culture. We pride ourselves on being a flexible, family-focused organization that strives to create an environment where working parents can thrive and grow.

Job Title:

Administrative Associate

Specific Responsibilities Include:

- Monitoring the door and greeting visitors;
- Answering phones;
- Assisting Todos Juntos' students;

- Responding to email and social media inquiries;
- Scheduling meetings;
- Support preparations and execution of special events;
- Processing orders and deliveries;
- Checking mail;
- Preparing printed materials for mailings;
- Running errands; and
- Completing other duties as assigned.

Skills and Experience:

- Bilingual in English and Spanish required;
- Strong verbal and written communications and interpersonal skills;
- Superb organizational skills and attention to detail;
- Strong time-management skills and the ability to work independently;
- Office and/or customer service experience;
- Computer skills, including Microsoft and Google Suite;
- Familiarity with smartphones; and
- A valid driver's license and reliable transportation.

Physical Requirements:

- The ability to occasionally bend, squat, kneel, and exert up to 25 pounds of force.

Hours & Schedule:

- 33 hrs/week with possibility of increasing hours
- Monday through Friday from 8:30am- 3pm

Benefits & Compensation

- \$18 per hour compensation
- Health, vision, dental, and life insurance benefits
- Ten days of Paid Time Off (PTO) equal to the typical amount of hours worked in a day
- Four weeks (Thanksgiving, Winter Break, Spring Break) holiday pay
- Mileage reimbursement at \$0.70/m
- Professional development opportunities
- Family friendly work environment, with potential enrollment of eligible child(ren) in onsite childcare center with advanced notice and availability.

Worksite:

Downtown Austin

To Apply:

Email a cover letter, resume, and three references to raney@todosjuntoslc.org.

Equal Employment Opportunity Policy

Todos Juntos Learning Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.