



Administrative Associate

Hourly Employee

todosjuntoslc.org

Location: Austin, TX

Start Date: September 2026

Application Due Date: August 31st, 2026

About Todos Juntos:

Todos Juntos Learning Center is a dual-generation learning center that serves Central Texas families. *Todos Juntos*, which means "Everybody Together," is the foundation for our future. Through our model, we work with children and parents simultaneously, building them up together, to create meaningful learning experiences and opportunities for the whole family.

Todos Juntos Learning Center is seeking an Administrative Associate to support the organization's daily operations through comprehensive administrative, operational, and customer service support. We are looking for someone who thrives in a fast-paced (and fun!) environment, learns quickly, communicates well, and excels at helping people creatively and compassionately solve problems.

Why work at Todos Juntos? At Todos Juntos we can promise that 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 family-focused organization that strives to create an environment where working parents can thrive and develop.

Job Title: Administrative Associate

Primary Responsibilities:

- Serve as the first point of contact for students, volunteers, visitors, potential donors, and community members by welcoming guests, answering phones, and responding to general inquiries in person, by email, and through social media.
- Monitor the front entrance and office environment, ensuring visitors are greeted promptly and the workspace remains welcoming, organized, and professional.
- Provide administrative support by scheduling meetings, managing calendars, collecting incoming and outgoing mail, and preparing materials for mailings.
- Assist current and prospective students by providing information about Todos Juntos programs and contacting prospective participants for program offerings.

- Coordinate volunteer communications, including responding to inquiries, maintaining correspondence, and supporting volunteer onboarding.
- Maintain accurate organizational records by entering and updating information in organizational databases.
- Make purchases, receive deliveries, and coordinate with vendors to ensure timely receipt of supplies and materials.
- Maintain updated inventory of office supplies and organizational merchandise, and place orders as needed to replenish.
- Monitor office equipment, including printers and copiers, and coordinate maintenance and repair services when necessary.
- Prepare coffee and refreshments for students, volunteers, visitors, and meetings as appropriate.
- Support the planning, preparation, and execution of organizational meetings, community events, and fundraising activities.
- Perform routine errands and other administrative tasks in support of daily organizational operations.
- Maintain confidentiality when handling sensitive organizational, employee, student, and donor information.
- Assist with special projects and perform other duties as assigned to support the mission and operations of Todos Juntos Learning Center.

Skills and Experience:

- Fluency in both English and Spanish (written and verbal) required.
- High school diploma, General Educational Development (GED) certificate, or equivalent expected.
- One or more years of administrative, office support, customer service, or related experience preferred.
- Excellent verbal, written, and interpersonal communication skills, with the ability to interact professionally and courteously with students, staff,, volunteers, donors, and community partners.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Demonstrated ability to prioritize multiple tasks, manage competing deadlines, and work independently in a fast-paced environment.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Google Workspace (Gmail, Docs, Sheets, Drive, and Calendar).
- Comfortable learning and using cloud-based software and databases, including customer relationship management (CRM) systems.
- Proficiency using smartphones, tablets, printers, copiers, and other standard office technology.
- Strong problem-solving skills with the ability to exercise sound judgment and maintain confidentiality.



- Valid Texas driver's license, reliable transportation, and the ability to run local business errands as needed with a personal vehicle.

Physical Requirements:

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

Hours & Schedule:

- 33 to 40 hrs a week
- Monday through Friday from 8am- 4pm

Benefits & Compensation

- Starting pay: \$20 to \$22 per hour.
- Comprehensive benefits package, including health, dental, vision, and life insurance.
- Paid Time Off (PTO): Ten days of PTO annually, based on the employee's typical daily work schedule.
- Paid holidays: Approximately four weeks of paid organizational closures each year, including Thanksgiving Break, Winter Break, and Spring Break.
- Mileage reimbursement for approved business travel at the current organizational reimbursement rate (\$0.76 per mile).
- Professional development opportunities to support continued learning and career growth.
- Family-friendly workplace with the potential opportunity to enroll eligible child(ren) in our onsite early childhood education program, subject to availability and advance notice.

Worksite: Downtown Austin, exact address released after moving through screening process.

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.