

Job Opportunity: Administrative Assistant at Springs Learning Center, New Haven, Connecticut

Become part of a mission-driven organization! Springs Learning Center, a ministry of the Dominican Sisters of Peace, is seeking a hardworking and compassionate Administrative Assistant to support the Center's efforts to uplift the underserved through personalized tutoring in basic literacy, job preparedness, and citizenship.

Role: The Administrative Assistant will perform variety of duties including greeting visitors, coordinating meetings, overseeing tutor/learner documentation, assisting with newsletters and reports, ordering supplies, and other tasks to facilitate the smooth operation of the Center. This is a full-time position (30-35 hours per week) with occasional evening hours.

Qualifications:

- A High School/GED Diploma, an associate degree or certification as an administrative assistant is preferred;
- 3-5 years of experience as an administrative assistant, receptionist, or office manager;
- Proficiency in Microsoft Office/365 and use of office equipment;
- Strong interpersonal and communication skills, bilingual in English/Spanish will be considered an asset.

Qualified candidates who are eager to contribute to the mission of the center are encouraged to apply. For a comprehensive job description, please visit our [website](#). Send your resume and references to the Dominican Sisters of Peace, Attention: Jennifer Dixon, at 2320 Airport Drive, Columbus, OH, 43219, or via email to jennifer.dixon@oppeace.org.

We are excited to welcome a new team member that shares our commitment to lifelong learning and community empowerment.