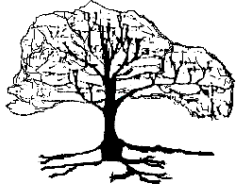


COMITE DE APOYO A LOS TRABAJADORES AGRICOLAS
FARMWORKERS SUPPORT COMMITTEE

C.A.T.A.



Administrative Assistant – Part-time

CATA – El Comité de Apoyo a los Trabajadores Agrícolas (The Farmworkers' Support Committee) has an opening for a part-time administrative assistant to work 12-16 hours/week starting ASAP.

The Administrative Assistant position will be based in Glassboro, New Jersey.

Job Responsibilities

Specific job responsibilities include the following:

- Assist with check writing process in QuickBooks program
- Copying and scanning information
- Answer the telephone and take messages
- Process the mail
- Coordinate maintenance of the building/vehicles including researching and contacting vendors and service agents
- Maintain member and supporter databases
- Conduct data entry on web-based sites for program activities
- Conduct additional administrative tasks as necessary

Job Qualifications

Required:

- Commitment to CATA's mission of worker justice
- Experience working in QuickBooks
- Knowledge and experience working with Microsoft Office programs
- Ability to work collaboratively with staff and independently
- Bilingual in Spanish and English

Preferred:

- Previous experience working in a non-profit setting
- Previous experience in data entry
- Vaccinated for COVID-19 or willing to get vaccinated

Application deadline

ASAP

To Apply:

Please send a resume with two references and a letter of interest to CATA's Policy and Advocacy Organizer, Meghan Hurley at mhurley@cata-farmworkers.org.

CATA is a non-profit, membership based organization of farmworkers and low wage immigrant workers in Southern New Jersey, Southeastern Pennsylvania and the Delmarva Peninsula. Our mission is to educate workers about their rights and support them as they develop and exercise leadership skills in order to create a better life for themselves and their communities.

Main Office:
P.O. Box 510
4 S. Delsea Dr.
Glassboro, NJ 08028
Tel: 856-881-2507
Fax: 856-881-2027
cata@cata-farmworkers.org
www.cata-farmworkers.org

66 Atlantic St.
Bridgeton, NJ 08302
Tel: 856-575-5511

312 West State St., Suite 210
P.O. Box 246
Kennett Square, PA 19348
Tel: 610-444-9696

200 East Church St.
Suite B
Salisbury, MD 21801
Phone: 410-572-5959

P.O. Box 4362
Salisbury, MD 21803