



Office Manager/Training Assistant

Summary:

The Office Manager/Training Assistant performs a range of clerical and administrative duties that support Culturesmart's medical interpreter training programs. He/She will handle day-to-day office activities, such as answering the telephone and registering training participants, as well as coordinate trainers for periodic training programs. The successful candidate will be observant, punctual, tactful, personable, and ready to accept substantial responsibility in an entrepreneurial atmosphere. This is a part-time (20 hours per week) position that is likely to provide seasonal and/or recurring work on a somewhat flexible schedule.

Essential Functions:

- Answer and return telephone calls, providing information on training programs
- Register training participants, recording and maintaining detailed financial and academic information
- Maintain mailing list of participants and prospective participants; organize mailings
- Develop and maintain record-keeping and filing systems to store participant files and training resources
- Coordinate and schedule medical interpreter training
- Maintain schedule of staff members and notify trainers of training times and locations
- Produce letters and grade reports as participants request
- Tabulate paper- and/or Internet-based feedback forms from training programs
- Other duties, as assigned

Education, Experience and Skills Required:

- 2+ years college education or related experience, ideally in medical interpretation training and/or cross cultural health care
- Strong oral and written communication skills; ability to interact with industry professionals of all levels and ethnic groups; ability to work independently and as part of a team; highly organized; comfortable handling difficult situations
- Ability to maintain confidentiality of information
- Advanced experience with Microsoft Office Suite on Mac Computer
- Must be analytical, a self-starter, and self-motivated
- Medical interpreting background, bilingual/bicultural, particularly with knowledge of Spanish or Chinese, a plus

How to Apply:

Please send your résumé and cover letter by email with position applying for in Subject line to:

info@culturesmart.org