



930 Lake St, KALAMAZOO MI, 49001 | TEL: (269) 385-6279 | FAX: (269) 385-2803 | Website: www.elconciliokzoo.org

Position Title: Administrative Coordinator
Reports to: Executive Director
Type: Full-time
Salary: \$31,000+ Based on Experience
Benefits: Benefits Packet Available

To apply, please send a resume and cover letter to vazquez@elconciliokzoo.org

Position Summary:

El Concilio is hiring a full-time Administrative Assistant who will work directly with the Executive Director to support, assist and oversee a broad range of tasks including finances, administrative tasks, and customer service in order to ensure efficient daily operations of the organization.

Essential Duties and Responsibilities:

- Assist Executive Director with the coordination and supervision of daily operations.
- Manage the submission of office payroll through a contracted or internal payroll system.
- Assist Executive Director with preparation of organizational and programs budgets.
- Assist to design and implement finance and administrative policies and procedures as needed.
- Maintain a filing system for all financial documents, contracts, and other related documents.
- Work collaboratively with El Concilio's accountant, Treasurer, Executive Director and other staff members.
- Preparing credit card, Square and PayPal reports, deposits, petty cash reimbursements, expenditure requests, invoices, and assisting with preparation of the annual tax return and audit.
- Oversee, support and supervise daily Bilingual Services and Operations, including ensuring that interpreter and translators standards of practice and code of ethics are followed and adhered to all times.
- Assist in creating reports with data collected.
- Collaborate with the team to ensure program content supports initiative goals and outcomes.
- Ensure high quality of services for our Latinx families and partners.
- Assist with database and records management – Assist in maintaining security and quality controls. Generate queries, reports, exports and any other collection data as needed.

- Assist in identifying public and private grant sources (agencies, corporations and foundations).
- Provide general administrative support as needed.
- Maintenance of invoices from service providers and customers.
- Other duties as assigned by the Executive Director.

Qualifications:

- Associate's Degree or Bachelor's Degree in related field (business administration, accounting, nonprofit management, or related field preferred).*
- 2-3 years experience in relevant fields.*
- Bicultural, and bilingual fluency in Spanish/English written and spoken.
- Must be flexible with a strong ability and willingness to learn new things and work across diverse areas.
- Impeccable time management and superior organizational skills.
- Effective oral and written communication skills.
- Outstanding planning, multitasking and organizational skills.
- Demonstrated self-directed individual with effective problem-resolution skills.
- Experience with Microsoft Windows, Office, internet/email, and standard office equipment.

* Requirements may be waived depending on other qualifying factors