



Position Title: Associate Director
Reports To: Executive Director
Type: Salary, \$40,000+, base on experience
Benefits: Health, Dental and Vision Insurance

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

Position Summary:

Associate director will provide leadership, directions and oversight in the daily operations of the programs and services within El Concilio (Organization).

Essential Functions

Day to day operations:

- Assist Executive Director (ED) with the coordination and supervision of daily operations.
- Directs and coordinate the daily operation of organizational services and supervision of staff.
- Assist in the implementation and compliance of administrative policies and procedures, oversight and accountability of organizational finance including: filing all financial documents, contracts, and other paperwork.
- Assist in representing the organization in partnerships, collaborations and important meetings regarding the Latinx community.
- Assist with supervising contractors and vendors, address building and equipment maintenance needs, and purchase/reorder supplies and equipment in accordance with purchasing policies and budgetary restrictions.
- Ensure facility's appearance and conditions are maintained and acceptable at all times.

Financial Responsibilities:

- Assist in securing funding for the organization and submission of final reports to funding agency.
- Adhere and provide oversight of all organizational budget as designated.
- Work with the Administrative Coordinator in reviewing reports of all credit card expenditures, Square and PayPal reports, deposits, petty cash reimbursements,

expenditure requests, invoices, and assisting with preparation of the annual tax return and audit.

- Provide general accounting and finance recommendations as needed.
- Assist with donations and process tax deduction letters.

Staff Supervision:

- Assist in the implementation and compliance of administrative policies and procedures, oversight and accountability of organizational finance including: filing all financial documents, contracts, and other paperwork.
- Provide supervision and direction as need to all staff of El Concilio.
- Ensure high quality of services for our Latinx families and partners through continual assessment and evaluation.
- Work collaboratively with ED, Members of Board of Directors, and staff.

Delivery of Services:

- Oversee daily services operations, including ensuring interpreter standards of practice and code of ethics are followed and adhered to at all times.
- Assist with language access program policies and procedures.
- Support and oversee Language Access program, Fundraising events, and other income programs.
- Plan and coordinate, in collaboration with the Executive Director, and other administrative staff on major programs and events.
- Document Translation (English to Spanish) as needed.
- Assist the Executive Director with other duties as assigned.

Qualifications:

- Bachelor's degree in business administration, accounting, nonprofit management, or other related field preferred.
- Two or more years of recent and relevant non-profit or Finance and Administrative experience
- Commitment to El Concilio' mission and vision.
- Bilingual/bicultural with fluency in English and Spanish.
- Ability to connect quickly with guests and utilize a communication style that is positive, caring, knowledgeable and professional.
- Demonstrated commitment to high professional ethical standards with an excellent understanding of managing confidential information.
- Impeccable time management and superior organizational skills.
- Proven experience at an advanced level of Word, Excel, PowerPoint and email is mandatory.
- Excellent communication skills, both verbal and written.
- Demonstrated self-directed individual with effective problem-resolution skills.
- Excels in a fast pace, community facing environment with quickly changing priorities based on

client needs.

- Ability to anticipate the needs of the organization and handle multiple tasks with ease.
- Excellent budget and financial management skills.
- Safe driving record; current vehicle insurance and ability to use personal vehicle for El Concilio business.
- Must pass a criminal background check.