

Administrative Assistant

The Sofia Quintero Art and Cultural Center (SQACC) is a nonprofit based in the Old South End of Toledo which works to serve and share the Latino culture through art, cuisine, mental health and agriculture. The Administrative Assistant works collaboratively with all staff to help fulfill the mission SQACC and offers a strong internal foundation.

General Administrative Support

- Provide administrative and daily operations support to the Executive Director, including scheduling, preparing meeting and/or project materials, and facilitating communications.
- Maintain accurate records through an organized database and filing system.
- Track and order office inventory; coordinate with external vendors for services and troubleshooting.
- Ensure the office remains organized and presentable, reflecting SQACC's professional image.
- Support staff with monthly program requirements, such as metrics and expense reporting.
- Perform errands or deliveries.
- Contribute to program success by conducting research, overseeing program data, and assisting with communications.
- Research potential grant opportunities.
- Provide assistance to the Executive Director on special projects.

HR and Financial Support

- Manage accounts receivable and accounts payable.
- Collaborate with the Bookkeeper and Executive Director on monthly reports and additional financial tasks.
- Overall HR duties such as overseeing timesheets, employee files, etc.
- Performing day-to-day financial operations, including deposits and petty cash preparation.

Community Engagement

- Prepare for and attend community events and positively represent SQACC.
- Assist in planning and preparing for fundraising events, rentals, and community activities, including registration, contracts, and event setup.
- Maintain the internal CRM database for community members, donors, clients and more.
- Keep the website up to date.
- Offer vocal and written translation for flyers, videos, posts, etc.
- This job description is intended to outline the general responsibilities and qualifications for this position. It is not an exhaustive list of all duties and responsibilities.

Skills and Requirements

- Minimum of 2 years of relevant experience, with preference for experience within a nonprofit background.
- Bilingual proficiency in English and Spanish strongly preferred.
- Ability to work independently with problem solving skills.
- Strong analytical skills, with experience in developing and utilizing reports (Excel or comparable) for data tracking.
- Highly motivated with excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google applications (Docs, Gmail, Calendar) required.
- Demonstrated ability to manage multiple priorities effectively.
- Ability to lift up to 25 pounds.

Are we a good fit for you? We are a team of 8 who are all passionate about serving our community. We very much enjoy what we do, as well as enjoy working with each other. We can be a fast-paced environment. This position works closely with our Executive Director. We have an open office set up and a diverse board who offer a variety of expertise.

Reports to: Executive Director

Hours: Full time / 40 hour work week

Pay: \$18.00- \$19.00 per hour

Benefits: Health Insurance, Paid time off, paid lunch hour, and flex time.

To apply: The **Sofia Quintero Art & Cultural Center (SQACC)** has hired **Pearl Hernandez Consulting (PHC)** to conduct the search for its next **Executive Assistant**.

We are looking for a highly organized, proactive professional who is excited about supporting nonprofit leadership and contributing to an organization deeply rooted in community, culture, and service.

Interested in applying? Please email your **resume and cover letter** to:

noelanipearlhernandez@gmail.com

Subject line: SQACC - EA

Please share with someone in your network who may be a great addition!