



Sofia Quintero

art and cultural center, inc.

1222 Broadway St. Toledo, OH 43609 419-241-1655

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. This position is also responsible for the marketing, social media and community outreach of the organization.

Marketing & Community Engagement

- Prepare for and attend networking and community events and positively represent SQACC.
- Assist in planning and preparing for fundraising events, rentals, and community activities, including registration, contracts, and event setup.
- Responsible for overall marketing through – print, press releases, social media, email engagement, the website and more.
- Develop and implement a marketing plan showcasing different programs.
- Develop and maintain an active social media presence through creative posts, videos, and by using our CRM database (not responsible for creating graphics)
- Keep the website up to date
- Offer vocal and written translation for flyers, videos, posts, etc.

General Administrative Support

- Provide administrative and daily operations support to the Executive Director, including scheduling, preparing 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 and identify potential funding opportunities; collaborate with the Executive Director on grant applications.
- 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.



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- Performing day-to-day financial operations, including deposits and petty cash preparation.

Skills and Requirements

- Minimum of 2 years of relevant experience, with preference for candidates with a nonprofit background.
- Bilingual proficiency in English and Spanish strongly preferred.
- Ability to work independently with minimal supervision.
- Strong analytical skills, with proven experience in developing and utilizing reports (Excel or comparable software) 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.
- Experience with Constant Contact (or similar marketing platforms) preferred.
- Demonstrated ability to manage multiple priorities effectively.
- Willingness to travel within the state as needed.
- Ability to lift up to 25 pounds.
- Strong problem-solving skills, including the ability to independently research and implement solutions.
- 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.

Are we a good fit for you? We are a small team of 8 who are all passionate about serving our community. We can be a fast-paced environment. This position will work closely with our Executive Director who works quickly and has multiple projects going on at once. 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 per hour

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

Please email any questions, cover letter and resume to eod.sqacc@gmail.com / No phone calls please.

The position will remain open until filled.

May 2026