



## Administrative Assistant

### ABOUT THE LATINO COMMUNITY FOUNDATION

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California. LCF is at a pivotal stage in its growth and is actively expanding its programs across the state.

With more than 500 members in 21 Giving Circles, LCF hosts the largest network of Latino philanthropists in the nation. Our groundbreaking Latino Nonprofit Accelerator, a year-long fundraising and marketing incubator is gaining national attention for its transformational impact in the nonprofit sector. LCF leads from a unique intersection of corporate, grassroots and philanthropic power and unites cross-sector leaders to advance the [California Latino Agenda](#), a policy and advocacy platform that ensures equitable opportunities for all Latino families in California. LCF recently unveiled the 1<sup>st</sup> ever - [Latino Power Map](#), an interactive database of all Latino nonprofits across the state alongside key data indicators.

### POSITION DESCRIPTION

The Administrative Assistant will be an integral part of the Latino Community Foundation family and our extended community. Reporting directly to the Senior Program Manager, the Administrative Assistant will play a key role in supporting the administrative, programmatic and executive operations across the Foundation.

The ideal candidate is a driven, adaptable, and highly efficient Latino leader who can hit the ground running on week one. Success in this position requires that you have excellent communication, organization, tech, and people skills. You thrive in fast-paced environments with changing priorities and deadlines and are able to effectively execute a variety of tasks/activities, all while building long term relationships and building a culture of proactive leadership. You have a strong work ethic and you are eager to learn, serve and contribute to a brilliant, visionary team of leaders. You are confident and proactive, you identify problems and you love coming up with solutions.

You will play a significant role in ensuring smooth and effective operations for the organization: providing superb administrative support, understanding the substance of the Foundation's work in order to assist with projects, and serving as an ambassador for the Foundation.

### DUTIES & RESPONSIBILITIES

The ideal candidate will be able to act in an independent and anticipatory manner, completing routine administrative tasks as well as being an asset to the existing staff in overseeing all programs and events of the Foundation.

#### Key Responsibilities

- Provide administrative support to the LCF team, including managing calendar, scheduling, prioritizing appointments, and making travel arrangements;
- Inputs data into various information systems, including Salesforce

- Establish and maintain excellent filing systems; assist with inventory, mailing, and proper filing of all financial documents
- Proofread and edit internal and external correspondence and email blasts.
- Assist with planning for all LCF events, including the Annual Gala, Sacramento Summit, Community Conversaciones, Latina Giving Circle recruitment events, Board meetings, lunches, and others;
- Lead all LCF event logistics; print nametags, order food, ensure the proper set-up and clean-up, and help the team reflect and continuously improve processes;
- Assist other staff in the office to ensure operations are smooth and effective;
- Prepare Leadership Team's expense reports in a timely manner;
- Assist with research and powerpoint presentations for speeches, articles, blogs, etc.;
- Serve as the key manager of LCF's Salesforce database and constant contact; import contacts, opportunities, and ensure that all information is up-to-date. Create reports by importing and exporting data to analyze key metrics;
- Assist with office logistics including managing LCF's email account, ordering supplies, coordinating deliveries, sorting out mail, and working with caterers for meetings.

### **Qualifications**

- 2+ years relevant work experience providing administrative support in a dynamic, high-energy environment
- Bachelor's degree or equivalent required
- Passion for the mission of the Latino Community Foundation and our programmatic vision for change.
- Exceptional writing, editing, and proofreading skills required. Ability to quickly craft emails, memos, develop power point presentations and copy edit proposals and RFPs.
- Extremely organized, detail-oriented, and able to manage multiple and complex tasks.
- Excellent interpersonal communication skills, especially across all levels of the organization; positive attitude and a great sense of humor.
- Readiness to collaborate and work cross-functionally across several departments.
- Excellent proficiency in all things tech related including all Microsoft Office applications. Salesforce knowledge and experience is a plus.
- Willingness to learn new applications and be data-oriented
- Track record of demonstrating sound judgment by making appropriate decisions and knowing when to take initiative
- High level of professionalism with the ability to use discretion and maintain sensitive information confidential
- Be action and solution oriented, self-motivated, and authentic

### **How to Apply**

For immediate consideration, please forward your résumé and cover letter to Amber Gonzales-Vargas at [agonzales@latinocf.org](mailto:agonzales@latinocf.org) and indicate "Administrative Assistant" in the subject line.

Applications submitted without a personalized and dynamic cover letter will not be considered.

We thank you for your interest in career opportunities with the Latino Community Foundation (LCF). Due to high volume, only those candidates selected for an interview will be contacted.

We offer a competitive salary, excellent benefits, and a fun-loving and people centric work environment. LCF is an equal opportunity employer and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.