



*Increasing self-sufficiency, health, economic independence, education,
and ensuring Latino families feel safe and belong here.*

Job Title: Executive Administrative Assistant and Office Manager
Status: Exempt - Full time

Position Overview

The Executive Administrative Assistant and Office Manager provides overall office and administrative support to the Su Casa team and reports to the Executive Director.

Su Casa envisions a thriving and valued Latino community that benefits all of us. Founded in 1999 as a response to the increase of Latin American immigrants arriving in Columbus, Su Casa today serves over 1200 individuals yearly in Bartholomew and Jackson counties. The mission to improve self-sufficiency, health, economic independence, education, and safety for Latino families remains central to the work.

The Executive Administrative Assistant and Office Manager will provide high-level administrative support to the Su Casa team. This role is responsible for managing schedules, coordinating meetings, handling correspondence, and assisting with various administrative tasks, such as organizing and coordinating office administration work and procedures, while also ensuring organizational effectiveness and efficiency. Responsibilities support streamlining administrative procedures and workflows including scheduling, accounting related work, inventory control, and office communications activities.

Seeking an energetic, highly confidential professional who enjoys wearing multiple hats in the workplace. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently and take initiative with little supervision. Well organized, extremely detail oriented, highly responsive, reliable and enjoys the administrative challenges of supporting a busy office of a nonprofit organization that is embedded within the community, serving our stakeholders and clients.

Essential Functions:

- Networking and Collaboration
 - Develop and maintain positive partnerships with organizations and supporters to further Su Casa's mission (UW, BCSC, CRH, Cummins Latin affinity group, CEC, Sans Souci, etc)
 - Manage correspondence in and out of the office, including translations when necessary
 - Coordinate the legal consultation schedule

- Coordinate interpretation and translation services
- Ensure security, integrity, and confidentiality of information as appropriate
- Assist with the development of written documents, spreadsheets, and presentations
- Other duties as assigned

- Resource Development
 - Assist in meeting annual funding goals
 - Participate in fundraising and outreach event planning and execution
 - Collaborate with the Development Committee and Board Treasurer regarding financial reports and forecasts
 - Point person for office finances and management - bills, mailing, shipping, supplies, errands, grant documents, etc
 - Other duties as assigned

- Operations and Strategy
 - Manage the Su Casa office(s) and staff, ensuring smooth daily operations and a client-focused culture
 - Support and promote an engaging office culture, including team-building activities and programs to foster a positive and collaborative work environment and boost employee morale
 - Organize and maintain HR functions
 - Create and maintain policy and procedure manuals, ensuring health and safety of staff and clients
 - Monitor and maintain office supplies inventory
 - Oversee facilities maintenance and office equipment
 - Assist in maintaining files and ensuring records are organized and kept up to-date (including grant contracts)
 - Support management of grants
 - Schedule and attend staff meetings
 - Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty in a highly responsive and professional manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fluency in Spanish and English, with proficiency in Chuj and/or Portuguese a plus
- Must have excellent command of written and spoken English
- Proven commitment to Su Casa's mission, including empathy and ability to work across diverse cultural, socio-economic, and ethnic backgrounds; strong relationship building

skills

- Exceptional organization skills and attention to detail
- Proven skill in project prioritization and meeting deadlines
- Strong leadership qualities, including active listening, decision-making, conflict resolution, patience, open-mindedness, and flexibility
- Adaptability to change, highly responsive, reliable, and the ability to take initiative and anticipate tasks without direction
- Self-confidence reflected in a professional manner with the ability to work independently and be self-motivated
- Computer literacy and ability to learn new systems quickly
- Team management and support experience
- Experience collaborating with multiple partner organizations and promoting a collaborative environment
- Onsite position during work week: Physically present in the office with regular daily hours

Education and/or Experience

- Associate degree in related field is preferred
- 2+ years of relevant experience preferred
- Must be able to work in the United States and pass background check

Job Specifications:

- Hours 8:00 am - 5:00 pm, Monday - Friday
- \$43,000 - \$48,000 annually

To apply, Please email a cover letter, resume, and two references to Ashley Caceres at **ashley@sucasaindiana.org**

Interviews will start immediately and continue until the position is filled.

Other Information:

Su Casa is an equal opportunity and affirmative action employer dedicated to diversity in the workplace. Our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, color, disability, national origin, age, religion, sexual orientation, veteran status, gender identity and/or expression, or other status protected by law.