



Job Announcement

ADMINISTRATIVE & PROGRAM COORDINATOR

20-25 hours/week

OVERVIEW

Senderos, a grassroots nonprofit in Santa Cruz, California serving the Latino immigrant community, seeks a team member to be a hands-on partner with the Executive Director in the operations of the organization including: financial, development, administration, and support of cultural arts and education support programs, events, and communications. We are willing to train the right person who has some of the essential skills and is excited to learn more about nonprofit administration and grow with Senderos.. Spanish/English fluency is a plus. Work can primarily be done remotely; flexible schedule, may include some evening and weekend program activities.

Candidates will possess a personal commitment to equity, diversity, inclusion, cultural arts, educational advancement, social justice, and a strong desire to make a difference in the lives of Indigenous and Latino youth and families, many of whom are immigrants.

KEY DUTIES AND RESPONSIBILITIES

Organization Support

- Work collaboratively with the Executive Director to support operations of program, event, outreach activities.
- Support communications systems, including social media, website, e-newsletter, mailing list.

Financial

- Maintain day to day financial systems, including QuickBooks data entry, check writing, bank deposits, reporting in coordination with Executive Director and financial contractor support.
- Support preparation of annual budget, grant budgets, and reporting for organization and grants.
- Support Board Finance Committee by assisting with scheduling, preparation of materials, and notetaking.

Resource Development

- Support revenue generating and fundraising activities in coordination with the Executive Director and Board Fundraising Committee.
- Maintain donor database system (Little Green Light) entering gifts and sending acknowledgements.
- Support Board Fundraising Committee by assisting with scheduling, preparation of materials, and notetaking.

Administration

- General office management: responding to inquiries, reviewing mail, documenting operational systems.
- Support nonprofit compliance and regulatory requirements.
- Work with other contract professionals to improve systems and knowledge base for Senderos.
- Maintain and monitor human resource systems.

QUALIFICATIONS

- Excellent written and verbal communication skills.
- Comfortable with numbers/math.
- Computer proficiency in Microsoft Office and Google Suite, including Word and Excel.
- Attention to detail and responsiveness is very important in this role.
- Able to be flexible and work collaboratively with diverse groups of people in a non-traditional organizational structure.
- Committed to anti-racist work and awareness of the cultural, social, and economic disparities in the community.
- Mission-driven and self-directed.
- Own vehicle, valid driver's license, and clean driving record required.
- Spanish and English fluency desired.

Let us know if you have any of these special skills - we are willing to train the right candidate!

- Donor database system (i.e., Little Green Light)
- Budgets and financial management systems, including payroll (QuickBooks Online)
- Grant administration/reporting
- Website (WordPress)
- Email marketing (Mailchimp),
- Social media (Instagram/Facebook)

COMPENSATION

\$22-\$27 depending upon experience

Vacation/sick/holidays prorated based on time worked

TO APPLY:

Please submit a cover letter with your resume. Be direct about your strengths and interests and tell us why you would be an amazing fit with Senderos. Please do not restate information we will find in your resume. Resumes without a cover letter will not be considered. Open until filled.

Please email your resume and a cover letter in a single PDF to: info@SCSenderos.org with the subject: "Your last name - "Administrative/Program Coordinator"

Senderos is an equal opportunity employer committed to involving and empowering people of all backgrounds. We value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to the workplace. Applications are welcome from all qualified candidates.

ABOUT SENDEROS

Senderos began 23 years ago in Santa Cruz with a mission to create pathways to success and build community by sharing Latino culture through traditional arts and by fostering educational opportunities. Senderos, meaning *pathways*, celebrates Mexican culture and history through the artistic expression of dance and music, as well as supporting student academic success, adult basic education, and connections to community resources. All programming is free.. Senderos is well known for the Guelagueta cultural festival, Latino Role Models Conference, and many community and school performances seen by thousands. Through our affiliation with Santa Cruz City Schools, we use school sites for our activities. We are funded by federal, state, local, foundation grants, individual and business donors. Our current staff includes a full-time Executive Director and five part-time cultural arts teachers, along with volunteer specialists. We are governed by a 14-member volunteer community Board of Trustees.

SCSenderos.org

email: info@scsenderos.org

(831) 854-7740