



Conexión Latina

170 Broadway, Newport RI

401-585-8165

info@CLNewport.org

Position Name: Administrative Assistant

Conexion Latina

Full time 25 hours

Pay Rate: \$21-23 per hour depending on experience

Start Date: ASAP

Based in Newport

Organizational Summary

Conexión Latina (CL) was founded in 2019 in response to the inequities and vulnerability of the Hispanic Community living in Newport and their lack of access to basic resources needed to meet their daily needs. We work as a connector between community members and local agencies and city entities such as schools, city hall and community health and wellness organizations, to break down the cultural and language barriers that hinder their access. We also work with agencies and the city to build better systems and competencies to better serve the community, and the city as a whole. We advocate, educate and build relationships for long term change to systemic issues. CL is a Hispanic, bilingual, woman lead organization, which prioritizes the hiring and employment of Hispanics.

Mission: Conexión Latina supports Latino families on Aquidneck Island to navigate systems, advocate for equitable access and build community and leadership, so that every Latino can live with pride, health, and opportunity.

Vision: An Aquidneck Island where all Latinos are an integral part of the community. Safe, able to thrive and lead, and where local systems are more responsive, inclusive, and accountable to the communities they serve.

Overview

The Administrative Assistant will help the Executive director and staff to manage the administrative tasks of our small Latino serving nonprofit organization. The position will require excellent organizational skills and the ability to problem solve and work independently. Basic experience in bookkeeping, Quickbooks, database management, Google workspace, written and verbal communication, as well as strict adherence to confidentiality policies are required. Bilingual Spanish speaking candidates are preferred.

ESSENTIAL JOB FUNCTIONS

- Basic bookkeeping and expense tracking
- Recordkeeping and compliance
- Invoicing and bill payment
- Grant tracking and assistance with grant research, writing and reporting
- Donor & Donation tracking
- Data base entry, reports and organization
- Help draft written communication, agendas, emails, etc.
- Other responsibilities as needed and requested

QUALIFICATIONS:

- Fully Bilingual English/Spanish preferred (speak, read, write)
- A resident of the Aquidneck Island Hispanic community will be prioritized
- Comfort working with diverse populations
- Flexibility and willingness to grow and learn with the organization
- Self directed and strong problem solving skills
- Ability to work both independently and as a team member
- Strong computer and data skills
- Ability to maintain strict confidentiality
- Clear & Confident communication skills
- Google Workspace, Quickbooks Online experience preferred
- Federal Background Check

LOGISTICS:

This is an in person position working out of the CL office at 170 Broadway, Newport with the possibility of hybrid work. The Candidate should have reliable transportation to get back and forth to work.

How to apply:

Submit letter of interest and resume to Conexión Latina via email
info@clnewport.org

Hiring Policy:

Conexión Latina Newport provides equal employment opportunity to everyone without regard to age, race, sex, gender identity, color, religion, national origin, sexual orientation, citizenship status, disability, native language or covered veteran status. In addition, we prioritize the hiring and promotion of members of the Aquidneck Island Latino community.