Operations and Administrative Coordinator

Who we are:

National Association for Latino Community Asset Builders (NALCAB) is a US Treasury-certified Community Development Financial Institution (CDFI) and non-profit organization. We strengthen the economy by advancing economic mobility in Latino communities. We are a growing multi-million dollar national organization that provides our members with loans, grants, technical assistance, and policy advocacy. Our members consist of non-profit small business lenders, affordable housing developers, and financial capability service providers.

Summary of Role:

NALCAB seeks a full-time Operations and Administrative Coordinator to be the “go to” person for the office. Under supervision of the Director of Operations, this position performs a wide variety of administrative and support activities. The selected candidate must be professional and personable in all interactions with external stakeholders and staff. Demonstrate enthusiasm for learning and problem-solving, initiative, resourcefulness, and follow through in helping keep the office running smoothly. The selected candidate must be comfortable learning technology and using it daily in a work environment.

This position is 100% onsite at our San Antonio location Monday thru Friday.

At NALCAB we are committed to building an improved diverse and inclusive workplace. We encourage you to apply even if your experience doesn’t align perfectly with every qualification listed in this job description.

Key Responsibilities and Duties:

- Answer phone calls to screen and route to appropriate person, checks voicemails, and relay messages.
- Assist in managing and updating company databases (filing & uploading documents, transferring e-documents, organizing, etc.)
- Assists the Grants & Contracts department when needed
- Assists with coordinating meetings, events, and travel arrangements (reservations, catering, hotel accommodations, etc.)
- Collaborates with Human Resources to support the onboarding process.
- Gathers, scans, and routes daily mail (invoices, bills, packages, etc.)
- Maintain office areas (reception, break rooms, meeting rooms, etc.) between scheduled cleaning days.
- Maintain meeting and conference room e-calendars.
- Manage the maintenance of office, building, and facility equipment by being main point of contact with vendors (landscaping, cleaning staff, electrician, plumber, etc.)
• Organize, maintain, and replenish office supply inventory.
• Routes information technology (IT) requests and concerns to appropriate personnel.

Basic Qualifications:

• High school diploma or GED
• 2+ years’ experience in operations or administrative role
• Excellent written and verbal communication skills.
• Experience with software (Word, Excel, Outlook, Teams, SharePoint, DocuSign, Zoom, etc.)
• Organized
• High attention to detail and accuracy.

Preferred Qualifications:

• Associate degree or higher
• High-level critical thinking.
• Ability to learn and teach new technologies and software applications.
• Bilingual (Spanish).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type:

Full-time

Salary Pay Range:

Salary based on candidate’s experience and qualifications: $36,000 - $44,000

EEO Category:

Administrative Support

Exempt Status:

Exempt
Benefits:

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental, vision, 401K with company match, and many other benefits as well as future growth opportunities within the organization.

Location of Employment:

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume to https://insperity.avature.net/en_US/careers/JobDetails?jobId=14437
Please add Operation and Administrative Coordinator to the subject line.

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristics protected by the applicable law. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.