

**SPANISH COMMUNITY CENTER**  
**Position Description**

**Title:** Assistant Executive Director  
**Reports to:** Executive Director  
**Group:** Exempt, Full-Time

**GENERAL PURPOSE**

Under the guidance of the Executive Director, responsible for overall leadership and management of the Spanish Community Center according to the strategic direction of the Board of Directors; work with the Executive Director to implement policies, goals, priorities and procedures; represent and serve the interests of the Spanish Community Center with community leaders and events.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Day Care Center: Maintain licensing requirements; initiate recruitment and enrollment strategies to ensure class capacity is realized; prepare and submit all required reports according to guidelines and deadlines.
2. Immigration services component: Seek recognition status through Homeland Security; identify and promote services delivery; oversee translation services.
3. Social services component: Interact and partner with other community based organizations to ensure the appropriate referral of clients through a networking relationship; oversee food pantry operations.
4. Workforce development/employment services component: Interact and partner with the Workforce Investment Board, other service providers, and area employers; identify and promote service delivery.
5. Community education component: Identify programming needs and opportunities; secure presenters; promote and advertise events.
6. Community center component: Promote and facilitate initiative that increases community utilization of the Center.
7. Participate in meetings with the Board of Directors and committees; assist with the preparation of the Board agenda; inform the Board of the status of activities, programs, problems, plans and overall organizational operations; make recommendations to the Executive Director on establishing and implementing goals and objectives, programs, services, revenue services, etc.; help facilitate decision making; prepare special reports, as needed.
8. Develop and monitor the fiscal operations of the Center; prepare the annual budget and oversees its implementation from a revenue over expenses perspective and according to fiscal guidelines; prepare monthly reports, take necessary corrective actions, and explain/advise the Executive Director on fiscal implications.
9. Develop and monitor a master plan (building and facility needs assessment) and a strategic plan (vision of the future) in consultation with Executive Director

10. Develop and monitor a marketing plan with advertising strategies, promotional materials, and website connectivity; oversee development and monitoring to ensure website is up to date.
11. Maintain strong community relationships with other agencies, United Way, city, township and county governmental bodies; oversee and carry-out all fundraiser initiatives; identify and write grant proposals; make presentations and attend ceremonial functions and serve as spokesperson for the Center.
12. Hire, orient, train, supervise, and develop performance goals with staff in consultation with Executive Director; ensure cross training for all staff; determine staffing needs, licensing standards; ensure agency abides by state and federal guidelines; update Center procedures as needed.
13. Performs other related duties as may be prescribed by the Executive Director or may be required by federal, state or local statute.

### **JOB QUALIFICATIONS**

#### Education and Experience:

1. Bachelor's degree in social service, education, business or related area preferred;
2. Minimum of five (5) years of related experience in non-profit organizations;
3. Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

#### Knowledge, Skills and Abilities:

1. Knowledge of day care operations, including Illinois Department of Human Services rules and regulations; Child Care Resources and Referral Services tuition subsidy eligibility determination; and learning strategies and technologies that support a bilingual education program;
2. Knowledge of immigration services, including U. S. Department of Immigration and Naturalization Services rules and regulations;
3. Considerable knowledge of personnel administration, organizational change, financial and accounting management;
4. Skills in the use of word processing, database, spreadsheets and applicable software; ability to learn Quickbooks and FrontPage;
5. Ability to write grants and knowledge of fundraising techniques;
6. Considerable communication and interpersonal skills to professionally and respectfully interact with Board members, clients, government officials, and employees from various educational, social-economic and cultural backgrounds, both orally and in writing, to gather and analyze data, and prepare reports;
7. Ability to work with the media – newspaper, radio, television;
8. Bi-lingual in Spanish, preferred;
9. Evening and weekend work; local and state travel required.

Special Requirements: Valid Illinois driver's license.

**TOOLS AND EQUIPMENTS USED**

Requires frequent use of telephone, personal computer, including word processing and applicable software; calculator, copy machine, fax machine, and any other tools of the profession which may come into common use or be necessary to perform needed tasks.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to drive a motor vehicle.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus and the ability to drive.

**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.

The work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet, depending on the number of people in the area, etc.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: 1/07/08