



CENTRO LATINO

Catawba County Hispanic Ministry dba Centro Latino

Position Title: Administrative Manager

Position Type: Part-Time

Reports To: Executive Director

Starting Compensation: \$20/hour, 30 weekly hours, 52weeks

Position Summary

The Administrative Manager plays a vital role in ensuring the efficient and professional daily operations of Centro Latino. This position is responsible for administrative support, scheduling, data entry, internal communication, and assisting with program and financial documentation. The ideal candidate is organized, bilingual, detail-oriented, compassionate, and committed to serving the community.

Key Responsibilities:

- Enthusiastically support and share Centro Latino’s vision, mission, and principles to families, volunteers, and donors.
- Supervise and support administrative staff and supporting the Executive Director with day to day operations to meet mission and goals.
- Schedule trainings and performance evaluations for team members
- Answer phones, respond to emails, and manage scheduling and calendars
- Check mail daily and process correspondence
- Maintain organized digital and physical files
- Track donations using the donation tracker and maintain accurate records
- Prepare and send timely donor acknowledgements and thank-you letters
- Assist with data entry for invoices, reimbursements, and basic financial tracking
- Run organizational errands as needed (bank deposits, supply pickups, deliveries)
- Maintain confidentiality and follow ethical and organizational standards
- Represents agency at community events

Required:

- High School Diploma or equivalent
- 1-3 years of administrative, office, or customer service experience
- Occasional evening or weekend events
- Ability to sit, stand, lift up to 25 lbs, and perform basic office tasks
- Ability to multitask, prioritize, and adapt to changing needs
- Team-oriented, proactive, and eager to serve our community
- Basic computer skills (Microsoft Office, Google Workspace, etc.)

Other Responsibilities:

- Participates in staff meetings, staff training, and development activities.
- Performs other duties as required.

Preferred experience in:

- Nonprofit organizations
- Supervisory experience
- Community-based organizations: Schools, churches, clinics, or social services
- Multicultural or bilingual environments
- Associates Degree or some college coursework

To apply email your resume, cover letter, and three references to execdirector@centrolatinohickory.com

With the subject line: “Administrative Manager Application”