

**Sacramento LGBT Community Center  
Executive and Finance Assistant  
Job Description**



**Job Summary:** The Executive & Finance Assistant reports to the Executive Director and provides community engagement and administrative support at the Sacramento LGBT Community Center. This position is non-exempt and may be part or full-time. This position supports Center's vision to create a region where diverse LGBTQ people thrive.

**Responsibilities:**

- Anticipate and manage the administrative needs of the Executive Director
- Receive and screen phone calls, email, postal mail, and visitors; answers routine questions and furnish information in a professional manner
- Maintain ED's contacts and calendar; arranges meetings, conference calls, and work-related travel
- Coordinate and communicate with community partners, Center board members, staff, and contractors; may supervise staff, volunteers, or interns on project based work
- Exercise discretion and protect confidential information with funders, media, community partners, and clients
- Draft letters, agendas, spreadsheets, proposals, reports, press releases, and presentations
- Conduct internet research, distill important information, and summarize key points
- Maintain a detailed filing system
- Assist in allocating funds to the proper accounts, monitoring and tracking expenditures, and providing financial reports
- Complete check requests, expense reports, bank deposits, time tracking
- Regular, consistent and punctual attendance. Must be able to work occasional nights and weekends with a variable schedule and occasional short-trip travel.
- This description reflects assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned

**Qualifications:**

- High school diploma is required; associate's or bachelor's degree is strongly preferred
- 3 years or more in an executive, finance, or related assistant role
- Strong critical thinking skills with a proven attention to details
- Excellent customer service, verbal communication, writing and proofreading skills
- Assertive personality and ability to work independently and/or with limited supervision
- Exemplary planning, prioritization, time management and organizing skills
- Advanced proficiency in MS Office skills including Outlook, Word, Excel, and PowerPoint required; must also be able to type 40-50 WPM
- Understanding of social media and how to effectively engage to support organizational goals
- Experience with QuickBooks, WordPress, and Adobe Creative Suite preferred
- Proficiency with Google Apps including Google Calendar, Gmail, and Google Drive required
- Experience with database systems including Raiser's Edge preferred

- Knowledge of and familiarity with the Lesbian, Gay, Bisexual, Transgender, and Queer community and the ability to work effectively with diverse communities and stakeholder interests
- Commitment to the mission, vision, and values of the Sacramento LGBT Community Center
- Proficiency in English is required; bilingual is a plus
- Ability to work occasional evenings and weekends as necessary
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate message and tone by telephone
- Valid CA driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation are required for this position
- A thorough DOJ background check is required for finalists under consideration for this position

**Compensation:**

- Part or full-time \$15-17 pr hour
- Full time employees receive a monthly stipend to assist with health coverage
- Full time employees receive paid holidays and vacation
- Paid sick leave

**To Apply:**

Go to <http://www.SacCenter.org/careers> The following must be submitted in a Microsoft Word or Adobe PDF document by email to [jobs@saccenter.org](mailto:jobs@saccenter.org).

1. Cover letter and wage/salary history
2. Resume including volunteer or community service
3. 3 Writing Samples (1 letter or memo, 1 meeting agenda, 1 press release/set of talking points/other media related document)

**About the Organization:**

Sacramento LGBT Community Center creates events, programs and pathways to services that help lesbian, gay, bisexual, and transgender people feel welcome, needed and safe. We serve to create a Sacramento region where sexual orientation, and gender identity and expression (SOGIE) are recognized as a spectrum of valued personal characteristics, universally respected and affirmed.

Position is located in Sacramento, CA.

**Equal Opportunity:**

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender individuals, people of color, people living with HIV/AIDS and other disabilities.