



LUSO-AMERICAN FINANCIAL

A Fraternal Benefit Society



JOB DESCRIPTION: Administrative Director Luso-American Education Foundation

REPORTS TO: Secretary

Salary Classification: Non-Exempt

Status: Full Time

Summary: Provides administrative services and assistance to the Luso-American Education Foundation

Primary Duties and Responsibilities:

- The Administrative Director of the Luso-American Education Foundation shall be the Administrator of the Foundation and all its functions and shall be responsible for implementing the policies and decisions adopted by the Foundation's Board of Directors and Executive Committee.
- Attends Board of Directors and Executive Committee meetings, records minutes and presents reports as required.
- Works with and assists the Foundation's Treasurer in preparing their respective reports to the Board and to the members, including necessary reports to be filed with regulatory agencies (i.e. IRS, Franchise Tax Board, and the California Secretary of State).
- Processes all accounts receivable and accounts payable for the Foundation.
- Performs all preparation and coordination related to the following events of the Foundation:
 - a) **Annual Conference on Education:** Administrative functions including hotel arrangements, event location reservation, conference material preparation and liaison with the Conference Committee Hotel management, conference site management.
 - b) **Annual celebration of "Dia de Portugal":** Acts as liaison with the General Committee, including functions of the General Committee's Secretary.
 - c) **Scholarship and grants programs:** Maintenance, tracking and oversight of administrative functions associated with all scholarships and grants administered by the LAEF including releasing information to all prospective applicants, assembling files with all necessary information and acts as liaison with scholarship and grants committees.
 - d) **Annual Youth Camp Conference:** Administrative functions including, but not limited to, negotiating for facilities, coordinating with the Conference Committee, and coordinating and communicating with mentors.
 - e) **Annual Sam Pelicas Golf Tournament:** Administrative functions including negotiating contract with golf course/banquet facilities, letters to participants, liaison with LAEF golf committee, assist in the preparation/solicitation of sponsor ads, etc.
 - f) **Annual Membership Meeting:** Provides support to Chairperson/President of the Board to include financials of all activities, coordinate voting process, minutes and other duties as necessary and assigned.
- Serves as the liaison with Luso -American Financial/Luso-American Fraternal and the branches of the fraternal previously known as Portuguese Continental Union/SPRSI in the administration of their specific scholarship program(s) and cultural program(s) administered by the Luso- American Education Foundation.
- Responsible for coordination with Manager of Fraternal Services-East, all assigned tasks related to publicity of the Education Foundation. The Society' s Executive Vice -President and/or Secretary must approve all proposed materials and "News Releases" prior to publication in any type of social network or Portuguese/American news media.
- Responsible for communication and coordination with Manager of Fraternal Services-East, to update website, as necessary for inclusion of LAEF events and communications.

- Membership database - maintain up-to-date database with current address, phone numbers and dues paid to date. Responsible to mail out annual invoice for membership dues.
- Donors - ensure donations are credited to appropriate account. Send out thank you letters to donor and acknowledgment letter to the family of the deceased person.
- Cooperates with co-workers to maintain a respectful environment and appropriate interaction with others in the workplace.

Note: Performs any other tasks that may be assigned for the efficient operation of the Society and the Foundation.

QUALIFICATIONS:

- Minimum of an AA degree or higher is preferred
- 2 to 4 years of experience performing similar job functions
- Proficient in Microsoft Office: Word, Excel and Power Point
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing environment, prioritizes with enthusiasm
- Well-Organized and a team player
- Ability to understand and follow written and verbal instructions.
- Ability to work independently and multi-task, with a positive attitude
- Excellent verbal and written communications skills, preferably bilingual – English and Portuguese
- Possess a valid California Driver's License

COMPETENCIES:

- Problem Solving -Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Working Conditions:

- Work schedule: Flexible and Variable, with occasional evenings and weekend schedule accommodations; Regular schedule is Monday-Friday, 8:30-5:30
- Position requires occasional travel
- Normal for an office-based environment, when in office