



ESTABLISHED IN 1968

# INQUILINOS BORICUAS EN ACCIÓN, INC

**PROGRAM:** Villa Victoria Center for the Arts  
**POSITION:** Administrative Assistant (Part-time 25 hours a week)  
**DEADLINE:** **RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN March 8, 2011**

**OUR HISTORY:** Villa Victoria Center for the Arts, the most significant Latino Cultural Center in New England, promotes, preserves, and celebrates Latino arts and creates dynamic cross cultural collaborations. Villa Victoria Center for the Arts is a program of Inquilinos Boricuas en Acción (IBA), a dynamic community building agency dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

The Administrative Assistant (AA) performs administrative functions to ensure the efficient daily operation of the program. The position reports to the General Manager of Villa Victoria Center for the Arts. The AA will be the initial contact for booking and coordinating events and must provide legendary customer service at all times. The AA will prepare and process materials for meetings and events, develop and maintain lists and attendance records, staff all performances and special events, maintain accurate mailing lists, respond to general phone and email inquiries, staff weekly office hours, photocopying, preparing mailings and assist with managing, recruiting and supervising volunteers and interns for performances and special events.

## **RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

- Assisting with daily upkeep of calendars and scheduling
- Completing license applications
- Assist with communication with artists and booking agents in support of program staff
- Retrieving and coordinating approval of all event licenses with
- Developing and maintaining positive relationships with critical staff at City of Boston, Boston Police Department, and community partners
- Assisting with the timely completion of weekly inventory counts
- Placing supply orders in a timely fashion
- Assisting with staffing of events and filling-in as needed when sub-contract staff is unavailable
- Assisting with the generation of invoices, contracts, and any other necessary documentation
- Completing check requests
- Assisting with cash management, deposits, and petty cash reimbursements
- Maintaining an accurate and organized filing system
- Assisting with varied research and online marketing
- Posting on function hall websites and developing a target list for events and promotion companies
- Carrying out ad-hoc administrative duties that may be required
- Participate fully in the organizations annual Agency events, Three Kings Day, Membership Drive, Board Elections, Festival Betances, Annual meeting, and other events related to the community.

## **SKILLS & QUALIFICATIONS**

The qualified applicant will have a Bachelors Degree or equivalent work experience. Previous experience in a non-profit arts organization or similar environment is desirable. Candidate should have ability to anticipate program and staff needs and work effectively and efficiently with minimal supervision. Must be an organized team player and be able to function effectively and meet deadlines in a multi-task environment with an ability to work independently and be self-motivated. Candidate must be capable of creative, persuasive, and passionate written and oral communication, and have strong working knowledge of the Internet and Microsoft Office. Interest in Latino arts and culture, and community development are a plus. Spanish fluency is preferred. Candidates should possess initiative & drive for results, self-accountability, strategic thinking skills, leadership ability, creative problem solving and understand the importance of knowledge sharing. Applicants must be committed to a high level of quality and accuracy and exhibit high levels of professionalism with the ability to handle sensitive matters with discretion and exercise sound judgment.

Please send or email your cover letter and resume to:  
Inquilinos Boricuas En Accion, Inc.  
Job Posting  
405 Shawmut Ave.  
Boston, MA 02118  
jobs@iba-etc.org