



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Project Administrator

OPEN: Immediately

LOCATION: New York, NY

CLOSE: Until filled

CONTACT: Chief Operating Officer

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

UnidosUs is seeking a Project Administrator to work with the Office of the President component and support the COO with a range of organizational-level functions, including support on organizational operations, strategy implementation and reporting, and document preparation for a range of high-level audiences, from board to funders. The Project Administrator will also handle administrative tasks, like scheduling meetings and travel, expense reports, organization, and maintenance of files, and tracking the status of multiple projects. This position reports to the COO and is based in New York, NY.

RESPONSIBILITIES

Project Management

- Assist the COO with tracking the progress and status of multiple major projects, meeting deadlines, and responding to pending requests from a range of colleagues in a timely fashion.
- Handle administrative aspects of high-level, institutional project management, from setting agendas, coordinating meetings, taking notes, and flagging follow-up/action items, tracking project status and closing out pending items.
- Conduct outreach to colleagues and other staff and/or research to acquire new information or clarify details to advance pending projects.

- Create a system for tracking multiple projects or outstanding items and communicate regularly with COO with reminders, status updates, and new developments.
- Solve problems or identify alternatives to moving a project forward when obstacles arise, in order to meet a deadline or complete the work.
- Collaborate with colleagues across the organization and in different locations to complete projects that require COO input.

Document Preparation

- Provide support to COO on internal and external documents, including organizing notes, summarizing data, or meeting minutes, creating, and editing Word documents, PowerPoint presentations, and spreadsheets.
- Create innovative document templates that present information compiled for COO projects.
- Gather and track documents from other members of the Leadership Team for COO review/approval.

Administrative Tasks

- Schedule meetings and calls internally and externally on behalf of the COO.
- Coordinate routine administrative paperwork and task for the COO.
- Coordinate travel and lodging for the COO.
- Serve as a primary point of contact on all finance-related activities for COO, including adhering to UnidosUS's fiscal policies and procedures.
- Prepare invoices and processing requests for payments, credit card statements, travel expense reports, and petty cash.
- Maintain accurate vendor files; research consultant/vendor contracts and ensure timely payment.
- Coordinating with appropriate program/office staff on contract deliverables prior to vendor/consultant payment; and research collections and ensuring timely payment to/from UnidosUS, as appropriate.
- As needed, serve as the primary point of contact for IT, including submitting requests for training/technical assistance.
- With guidance from the IT team, maintain technical equipment and troubleshoot all office computers, as needed.
- Support logistics related to meetings, trainings, and event planning as needed; specific duties to be assigned depending on meeting/event.

QUALIFICATIONS

- Bachelor's degree required.
- Four (4) to six (6) years of prior experience as a project manager, researcher, or related administrative role, ideally in a nonprofit setting.
- Steadfast commitment to UnidosUS mission, vision, and values of (Excellence, Respect, and Accountability).

- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Excellent organizational skills and high attention to detail; a structured approach to managing the workload, as well ability to follow up with each step of a project.
- Time management and ability to plan towards deadlines.
- Ability to manage multiple tasks and goals, prioritize among assignments, and problem solve, persistence towards meeting goals.
- Strong writing skills for preparing meeting notes, letters, and other documents.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Ability to work with minimal supervision, maintain attention to deadlines, and function effectively under pressure.
- Ability to communicate clearly and effectively about workload/priorities.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint) and use of internet, and adept at using and learning computer applications
- Strong research and problem-solving skills.
- Highly trustworthy and able to maintain confidentiality and discretion.
- Must have a strong sense of responsibility and personal initiative; must be efficient and results oriented.
- Ability to work both independently and as part of a team, as well as with colleagues in different locations.
- Excellent customer service and relationship-building skills (internal and external); positive and professional attitude when representing UnidosUS to different audiences (e.g., Affiliates, funders, partners).
- Ability to learn and handle internal procedures related to finance, human resources, and data management.
- Ability to manage office operations (when not remote) including vendor relationships/contracts, equipment leases, supply management, HR, and IT support.
- Bilingual (English/Spanish) fluency preferred.

**Employment with UnidosUS is contingent upon successful completion
of a background screen.**

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

hrmail@unidosus.org

Subject Line: Project Administrator

Attn: Chief Operating Officer

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.