

POSITION ANNOUNCEMENT

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| POSITION: Project Administrator | OPEN: Immediately |
| LOCATION: New York, NY | CLOSED: When filled |
| CONTACT: Loretta Rodriguez, Senior Director of Human Resources | SALARY: Commensurate with experience |

BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

SUMMARY

The Project Administrator will support NCLR's Chief Operating Officer (COO) with a range of organizational duties, including support on strategy implementation and board governance, as well as with administrative tasks, like scheduling meetings and travel, handling expense reports, maintaining files, and preparing documents. In addition, the Project Administrator will be responsible for all Northeast regional office operations, which include handling calls to the office, IT system troubleshooting, and financial procedures and processing. Other tasks may include support to the Affiliate Member Services team with Northeast Affiliate-related assignments, including but not limited to preparing the biweekly digest and updating Affiliate contact information.

RESPONSIBILITIES

- Assist the COO with tracking major projects and pending requests.
- Provide support to COO on documents, including editing and creating Word documents, Excel spreadsheets, and PowerPoint presentations.

- Create innovative document templates that present information compiled for COO projects.
- Maintain a filing system for the COO and Northeast office files.
- Schedule meetings and calls internally and externally on behalf of the COO.
- Coordinate routine administrative paperwork and tasks for the COO and the office.
- Coordinate travel and lodging for the COO.
- Prepare documents from vice presidents for COO approval.
- Provide excellent customer service when welcoming visitors, receiving and routing incoming calls, providing information and referrals to callers, maintaining a professional-looking office environment, preparing office information packets, and coordinating reservations of the conference rooms.
- Manage office supplies and coordinate shipments for a small regional office.
- Maintain office records, specifically vendor/consultant files, and documentation for the Northeast office and COO.
- Serve as the primary contact for vendors, troubleshooting, and resolving equipment problems.
- Serve as a primary point of contact on all finance-related activities, including adhering to NCLR fiscal policies and procedures; preparing invoices and processing requests for payments, credit card statements, travel expense reports, and petty cash; maintaining accurate vendor files; researching consultant/vendor contracts and ensuring timely payment; coordinating with appropriate program/office staff on contract deliverables prior to vendor/consultant payment; and researching collections and ensuring timely payment to/from NCLR, as appropriate.
- Serve as the primary point of contact for IT, including submitting requests for training/technical assistance and, with guidance from the IT team, installing new software/hardware, maintaining technical equipment, and troubleshooting all office computers as needed.
- Serve as primary point of contact for human resources and security, as needed.
- Support logistics related to meetings, trainings, and event planning as needed; specific duties to be assigned depending on meeting/event.
- Support communications and outreach efforts to ensure that the Affiliate Network is informed of NCLR opportunities and initiatives.

QUALIFICATIONS

- Bachelor's degree plus four to six years of professional work experience.
- Highly trustworthy and able to maintain confidentiality of information.
- Strong attention to detail and a structured approach to managing the workload.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Ability to manage multiple tasks and goals, prioritize among assignments, and problem-solve.

- Ability to work with minimal supervision, maintain attention to deadlines, and function effectively under pressure and communicate clearly and effectively about workload/priorities.
- Good disposition, flexible, and collaborative.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), strong word-processing skills, and use of the Internet.
- High degree of personal initiative to address organizational issues.
- Ability to work both independently and as part of a team, as well as with colleagues in different locations.
- Must have a strong sense of responsibility and self-motivation; must be efficient, be results-oriented, and have a positive attitude.
- Excellent customer service and relationship-building skills (internal and external).
- Strong verbal communication skills and professional attitude in representing NCLR to different audiences (e.g., Affiliates, funders, partners).
- Strong writing skills for preparing letters and other documents.
- Ability to manage procedures related to finance, human resources, and data management.
- Ability to manage office operations including vendor relationships/contracts, equipment leases, supply management, HR, and IT support.
- Strong meeting and event-planning experience including basic accounting and budget experience.
- Bilingual (English/Spanish) fluency preferred.
- Commitment to NCLR's mission, values, and principles of ethical standards.
- Promptness and reliable job attendance essential.
- Ability and willingness to work overtime hours as needed and necessary.
- Ability to travel to NCLR events approximately three or four times per year.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

National Council of La Raza
 1126 16th Street, NW
 Suite 600
 Washington, DC 20036
 Attn: Loretta Rodriguez
 (hmail@nclr.org)
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 institute.*