



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Administrative Coordinator, Learning Alliance **OPEN:** Immediately

LOCATION: Phoenix, AZ

CLOSE: Until filled

CONTACT: Cynthia Burrola, Program Manager

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

The Administrative Coordinator for the Learning Alliance is responsible for general administrative support within the Housing and Financial Empowerment team. Responsibilities include supporting the manager and other program consultants by assisting the training and certification team who work directly with UnidosUS Affiliates and a large external network. Success in this role requires a high level of organization skills, close attention to detail, strong interpersonal skills, and the ability to prioritize projects and deadlines.

RESPONSIBILITIES

- Manages administrative workflows.
- Oversee payment to vendors, organization paperwork, and contracts.
- Maintain rapport with manager, staff and consultants by researching and developing new services and methods; setting priorities; resolving problem situations.
- Resolve administrative problems by analyzing information; identifying and

communication solutions.

- Maintain continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
- Complete administrative projects by identifying and implementing new technology and resources.
- Accomplish component mission by completing related results as needed.
- Logistical planning for events—both face to face and virtual. (3-4 in person events and up to 90 online events).
- 10% travel required to attend in-person events.
- Negotiate venue and F&B costs for in-person events.

QUALIFICATIONS

- Bachelor's degree required.
- One to three years of experience in an administrative capacity.
- Excellent communication skills, both oral and written.
- Prior experience with one or more of the following: Concur, Blackboard, Canvas, and MS365.
- Commitment to excellence and high standards.
- Acute attention to detail.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Housing experience a plus.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include "Administrative Coordinator, Learning Alliance," in the subject line of your email.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre Building

Attn: Cynthia Burrola

1126 16th Street NW, Suite 600

Washington, DC 20036

hrmail@unidosus.org

Subject Line: Administrative Coordinator, Learning Alliance

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.