POSITION ANNOUNCEMENT

POSITION: Administrative Coordinator, Housing and Financial Empowerment (HFE)  
OPEN: Immediately  
LOCATION: Phoenix, AZ  
CLOSE: Until filled  
CONTACT: Lot Diaz, Vice President, Housing and Community Development  
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 country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

UnidosUS is seeking a full-time Administrative Coordinator to provide support to the UnidosUS’s HFE component. This is a professional support position that must support handle various functions and projects related to the HFE component.

Success in this role requires a can-do attitude, a fundamental respect for the work of UnidosUS’s programs and a desire to support them in strengthening the services they offer, a willingness to listen and build strong relationships with Affiliates, and a strong interest in collaborating with the rest of the HFE team. The ideal candidate will maintain a high degree of professionalism, resourcefulness, and attention to detail. This position reports to the Vice President of Housing and Community Development; however, specific work may be assigned and supervised by other staff project leads. As such, comfort reporting to multiple supervisors is a must.
RESPONSIBILITIES

• Provide timely and professional administrative support, including professional and courteous management of incoming calls and requests.
• Drafting and distribute correspondence memos, letters, faxes, and forms; assist in the preparation of regularly scheduled reports as needed.
• Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
• Ensure operation of equipment by monitoring preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
• Receive and process invoices, other accounts payable and accounts receivable requests as needed.
• Organize and schedule meetings and conferences; coordinating conference call schedules; coordinating prep documents and agendas; and completing other related duties.
• Other clerical duties as assigned.
• Interact with UnidosUS Affiliates regularly; providing timely responses to inquiries and providing feedback; providing onboarding support for Learning Alliance trainers.
• Coordinate meetings and events as requested. This includes researching and managing hotel or meeting room reservations and set-up; managing registrations/RSVPs; ensuring appropriate AV/technology services are secured for meetings and presentations; scheduling meetings and other logistics; preparing agendas and material packets, and maintaining a record of minutes/notes.
• Ensure proper and timely payments to consultants, vendors and appropriate partners that provide services for meetings; communicate payment timelines; ensure appropriate acknowledgements and thank-you notes are prepared and sent post-event.
• Maintain and update HUD reporting system, to include data entry, calculations, review for accuracy, ensuring accurate and timely upload to HUD site.
• Review and process HUD grant invoicing and updating regular HUD reports ensuring data consistency across several data systems ensuring their timeliness and accuracy.
• Evaluate and process HUD invoices in a timely and efficient manner.

REQUIREMENTS

• Associate degree from an accredited college or university and a minimum of one to three years of administrative experience OR a high school diploma and three to five years of experience providing administrative or clerical support.
• Excellent communication skills, both oral and written.
• Strong sense of responsibility and self-motivation as well as a commitment to excellence and high standards.
• Strong meeting and event planning experience; including basic budget and invoice processing experience.
• Excellent in Microsoft Excel, Word, PowerPoint, and Internet research skills.
• Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
• Commitment to excellence and high standards.
• Ability to work independently and as a member of various teams and committees.
• Acute attention to detail.
• Be willing to travel on a variable schedule, on occasion reaching as high as 50% of work schedule.
• Bilingual (Spanish/English) skills a plus.

Please include “Administrative Coordinator, HFE” in the subject line of your email.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Lot Diaz
1126 16th Street, NW, Suite 600
Washington, DC 20036
hrmail@unidosus.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.