



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Executive Specialist

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until Filled

CONTACT: Octavio Espinal,
Director, Office of the President

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 at the national and local levels that affect Latinos. 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 and Twitter.

SUMMARY

UnidosUS is seeking a full-time Executive Specialist to provide support to the President and CEO of UnidosUS. This position is nonexempt and based in Washington, DC. The Executive Specialist is responsible for coordinating key tasks and projects supporting the Office of the President component. Responsibilities include: coordination of Office of the President Guest Relations alongside other component leads for Capital Awards, Annual Conference, and other UnidosUS special events; comprehensive planning and on-site support for UnidosUS Board of Directors meetings; monthly budget monitoring; coordination of weekly check-in meeting covering the President and CEO's schedule requests; processing AmEx expense reports and reconciliations, vendor payments and reimbursements; screening incoming calls and mail/email requests, handling office mailings, ordering supplies, assisting in complex travel arrangements and itineraries for the President and CEO, as well as other general support to UnidosUS Leadership Team and the UnidosUS Board of Directors, particularly during special events and projects.

Success in this role requires a high level of initiative, organization, close attention to detail, strong interpersonal skills, and the ability to discreetly handle confidential information on a

regular basis.

RESPONSIBILITIES

Office Operations and Administration (60%)

- Ownership of administrative processes for the Office of the President in compliance with UnidosUS Finance policies, including: AmEx expense reports and reconciliation, RFPs/reimbursements/vendor payments, incoming calls/mail screening, office mailings, maintaining/updating President and CEO's contacts, office supplies ordering, car service management, etc.
- Expense monitoring for Office of the President.
- Coordinate weekly cross-component meeting concerning speaking, meeting, and other requests for consideration on the President and CEO's schedule.
- Provide timely and detailed travel itineraries for the President and CEO.
- Demonstrate good judgment in decision-making within the guidelines provided.
- Demonstrate strong technical skills (editing, proofreading) as a peer reviewer.
- Make connections to the organization's big picture strategy/priorities.
- Regularly assist and coordinate tasks to support the Leadership Team.
- Present a professional demeanor when engaging with colleagues and external stakeholders.
- Research organizations, initiatives, vendors, and other topics as needed.
- Manage booking for Executive Conference Room, ensure room is well-maintained and properly set-up for meetings with key partners.

Meeting and Events (20%)

- Make a concerted effort to work collaboratively with others at UnidosUS, show teamwork in preparing for and the execution of UnidosUS special events (i.e., Guest Relations for Capital Awards and Annual Conference).
- Lead coordination of Office of the President Guest Relations by working alongside other component leads for the preparation and execution of Capital Awards, Annual Conference, and other special events.
- Manage invitations, RSVPs, and registrations for meetings and special events.
- Coordinate planning for board meetings, including researching and securing hotel blocks and vendors; negotiating contracts; overseeing A/V and catering selection and set-up; ensuring appropriate signage and other meeting materials are printed, shipped, and on-site; arranging for guest transportation.
- Other duties as assigned.

Board & Governance (20%)

- Build familiarity with UnidosUS Board practices and standards, including: understanding bylaws; knowledge of key dates for meetings, elections, and other board occurrences; familiarity with board members and their committee assignments.
- Accurately recording minutes from board meetings, coordinate dissemination of notes with leadership and other relevant staff to create official meeting minutes.
- Collect, edit, and format component quarterly reports for inclusion in board meeting materials.
- Provide direct support/assistance to UnidosUS board members at Capital Awards, Annual Conference, and other special events.

- Build working rapport with Board members, considered a resource if they need assistance.
- Special duties in helping support organization's key stakeholders.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university required.
- Minimum of three to five years of experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- High degree of discretion and sensitivity to confidential matters and information.
- Ability to organize a daily workload by priorities.
- Must be able to work independently, under pressure on multiple assignments, and meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communication skills.
- Service-oriented and detail-oriented abilities.
- Good judgment, flexibility, and problem-solving skills.
- Excellent organizational and time management skills, as well as follow-through.
- Understanding of and commitment to UnidosUS's mission.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Bilingual (Spanish-English) skills a plus.

Please note: Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity. Please include "Executive Specialist" in the email subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Octavio Espinal
1126 16th St., NW, Suite 600 Washington, DC 20036
or hrmail@unidosus.org
Fax: 202-776-1792
Subject Line: Executive Specialist
Attn: Director, Office of the President
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.