

The Operations Coordinator will provide support to the UnidosUS's Affiliate Engagement component. This is a professional support position that handles various functions and projects related to the Affiliate Engagement component. Success in this role requires initiative to take on diverse tasks, openness to work with a variety of colleagues across the organization, and willingness to learn about the work comprehensive work of the organization, including the partnerships with the UnidosUS network. This position reports directly to the Deputy Vice President of Programs and Development and is based in Washington, DC.

RESPONSIBILITIES

Administrative and Data Entry Support

- Provide timely and professional operation support to the Affiliate Engagement team, including professional and courteous management of incoming calls and requests.
- Maintain and update the Affiliate Engagement data collection systems, including creation of data collection forms and management of data entry in collaboration with the Affiliate Engagement team, other components across the organization, and directly with Affiliates.
- Track and organize responses to surveys, requests for proposals, and assessments launched by the Affiliate Engagement team.
- Maintain and update Affiliate Engagement listservs.
- As necessary, interact with UnidosUs Affiliates, providing timely responses to inquiries.

Research, Report, and Communications

- Using UnidosUS data sources, create reports of Affiliate related data for a variety of purposes, including information inquiries from other components, updates to funders, Leadership Team discussions, and media requests.
- Support management of public communications channels with the Affiliate network, including weekly Affiliate Digest and the Affiliate Facebook Group.

Events Support

- Assist in coordination of meetings and convenings, including coordination in preparation of documents, agendas, and record of notes/minutes.
- Support management of registration process and assist in producing post-event reports for Affiliate Engagement events, including Fall Affiliate Convenings, Affiliate of the Year Peer Exchange, and training webinars.
- Provide logistical support as necessary, including coordination with the UnidosUS events team.

Other duties as Assigned

- As needed, support regional coordinators on specific projects.

QUALIFICATIONS

- Associate degree from an accredited college or university preferred.
- One (1) to three (3) years of related experience required.
- Must be proficiency in Windows, Microsoft Office, communication software, and use of the Internet.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Bilingual (Spanish/English) skills a plus.

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: Operations Coordinator

Attn: Deputy Vice President, Programs and Development

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.