



## POSITION ANNOUNCEMENT

**POSITION:** Executive Assistant, RD

**OPEN:** Immediately

**LOCATION:** Los Angeles, CA

**CLOSING:** Until filled

**CONTACT:** Loretta Rodriguez

**SALARY:** Commensurate with experience

### SUMMARY

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

NCLR is seeking an Executive Assistant to provide support to its Senior Vice President in its Los Angeles, California, office. This position is full-time and nonexempt.

This ideal candidate must be able to handle multiple projects simultaneously, and manage fast-paced schedules and project management with professionalism, maturity, poise, and confidence.

The Executive Assistant reports to the Senior Vice President; however, specific work may be assigned and supervised by other staff project leads. As such, experience and comfort reporting to multiple supervisors is necessary.

### RESPONSIBILITIES

- Manage and maintain a heavy meeting schedule: schedule meetings across multiple time zones; coordinate and manage calendars; coordinate conference call schedules (often serving as call administrator/moderator); coordinate prep documents and agendas; prepare and disseminate notes.

- Manage and maintain a heavy travel schedule: plan and prepare logistics including air travel, hotel, and ground transportation; research appropriate travel meeting details; schedule appropriate pre-travel briefing and prep; and post-travel follow up.
- Provide timely and professional clerical support, including professional and courteous management of incoming calls and requests; drafting and editing standard documents (letters, fact sheets, flyers, general web copy, meeting minutes, and reports); and photocopying, faxing, and shipping.
- Coordinate and process routine administrative paperwork in compliance with organization policies and procedures, including processing travel expense reports, requests for payment, and vendor and consultant management.
- Provide requested research for upcoming projects, initiatives, and opportunities.
- Coordinate Resource Development team support with the DC-based Administrative Development Associate.
- Provide back-up support to the Regional Office Administrator on California Regional Office operations.
- Coordinate meetings as requested. This work includes researching and securing vendors; reviewing contracts; researching, negotiating, and managing hotel blocks and meeting room setup; managing registration and RSVPs; ensuring appropriate AV and technology services are obtained for presentations; securing catering, signage, and guest transportation; scheduling meetings and other logistics; preparing agendas and materials packets; sending reminders; working with NCLR staff and external parties; and taking, disseminating, and maintaining a record of minutes when needed.
- Ensure proper and timely payments to vendors and appropriate partners that provide services for meetings.
- Communicate payment timelines to vendors and partners; ensure appropriate acknowledgements and thank-you notes are prepared and sent post-event.
- Maintain and organize the Senior Vice President's records, specifically project, vendor, and consultant files; finance contracts and records; and documentation of Resource Development work and operations.
- Support the Senior Vice President with compliance on NCLR fiscal policies and procedures; preparing invoices and processing requests for payment, credit card statements, and travel expense reports; researching consultant and vendor contracts and ensuring timely payment; coordinating with appropriate program and office staff to ensure contract deliverables prior to vendor and consultant payment; researching collections and ensuring timely payment to and from NCLR, as appropriate.
- Maintain and update the Senior Vice President's contacts and networks.
- Support the Senior Vice President with data entry related to funder and donor data management.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- B.A. degree, and three or more years of professional work experience as administrative support staff or in the clerical field.
- High proficiency in Microsoft Office 365 (Outlook, Word, Excel, Access, PowerPoint), strong word processing skills, and use of the Internet.
- Experience leading conference calls, including use of GoToMeeting or similar conference call services.

- Ability to manage compliance and procedures related to finance, human resources, and data management.
- Ability to manage office operations including vendor relationships and contracts, equipment leases, supply management, and IT support.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Strong meeting and event planning experience, including basic accounting and budget experience.
- High degree of personal initiative to address organizational issues, and the ability to work independently.
- Strong attention to detail.
- Ability to prioritize assignments, maintain attention to deadlines, work effectively under pressure, and communicate clearly and effectively about the workload, including seeking clarification when necessary.
- Must have a strong sense of responsibility and self-motivation; must be efficient, be results-oriented, and have a positive attitude.
- Excellent internal and external customer service and relationship-building skills.
- 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 on behalf of the NCLR Senior Vice President.
- Highly trustworthy and able to maintain confidential information.
- Commitment to NCLR's values and principles of ethical standards.
- Promptness and reliable job attendance essential.
- Ability and willingness to work occasional and sometimes unexpected overtime, advance notice provided.
- Some travel may be required.

**Please include "Executive Assistant-RD" in the subject line of any email submissions.**

**SEND COVER LETTER AND RÉSUMÉ TO:**

National Council of La Raza  
 Raul Yzaguirre Building  
 Attn: Loretta Rodriguez  
 1126 16th Street NW, Suite 600  
 Washington, DC 20036  
 Email: [hrmail@nclr.org](mailto:hrmail@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.*