



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Membership Specialist and Regional Liaison

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Viviana Lopez Green

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 almost 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 Membership Specialist and Regional Liaison for its Affiliate Member Services (AMS) team. The Membership Specialist and Regional Liaison is directly responsible for overseeing the membership management of the UnidosUS Affiliate Network, comprised of nearly 300 Affiliates.

The candidate's responsibilities would include: providing membership support for UnidosUS community-based organizations working on a wide variety of issues areas and projects, coordinating with other departments at UnidosUS to ensure that our efforts are aligned, and supporting as regional liaison for UnidosUS's region, supporting communications efforts with the regional network of Affiliates. Develop processes to strengthen the internal UnidosUS infrastructure related to membership data and procedures in order to best serve Affiliates, to ensure that relationships are strong, and provide colleagues with the connections and information needed to facilitate partnerships that are strategic, timely, and driven by impact.

RESPONSIBILITIES

Manage Affiliate Membership

- Manage and support the Affiliate membership application and renewal process, including review of applicants and preparation of materials to the Board.
- Identify strategic expansion of the Affiliate Network, including research of and outreach to potential Affiliates, and collaboration with AMS team to identify and build relationships with prospective Affiliates.
- Engage members by telephone and email regarding membership compliance.
- Work closely with the Finance and Accounting teams to reconcile annual dues payments and provide regular reports on Affiliate member compliance.
- Maintain and update membership records, mailing lists, and email distribution lists, website and listservs.
- Establish protocols for tracking data and implementing new software for maintaining member records.
- Facilitate regular correspondence to Affiliates, including sharing resources and opportunities, connecting Affiliates to relevant program and policy staff, and facilitating connections between Affiliates.

Coordination of AMS Event Preparation, Planning and Execution

- Coordinate the annual, Fall and March National meetings and conference, plan workshops, Affiliate Lounge events, Affiliate Council meetings, new Affiliate orientation, Affiliate Breakfast, Affiliate outreach, registration, and onsite events.
- Coordinate the assignment of AMS staff tasks for all events.
- Provide onsite support to AMS team for biannual Affiliate Council meetings.

AMS Administrative support and Regional Liaison

- Support the daily operation of the AMS team, including coordinating weekly meetings and cross component requests.
- Organize and peer review weekly membership newsletter.
- Support overall Affiliate communications and outreach efforts to ensure that the Network is informed of UnidosUS opportunities and initiatives.
- Identify opportunities for partnership between Affiliates and UnidosUS components and facilitate the connection.
- Support AMS Directors and VPs with administrative requests, including coordination and execution of institutional projects and initiatives.
- Additional projects and duties as assigned.

QUALIFICATIONS

- Bachelor's degree required and at least one year of relevant experience.
- Strong organizational and time management skills to manage multiple projects at once.
- Experience with online and social media tools, blogging, and social networking.
- Demonstrated ability to write clear, concise, and compelling prose in the form of media advisories, press releases, blog posts, and email alerts.
- Strong interpersonal skills and the ability to work both individually and as part of a team.
- High degree of initiative and ability to work under tight deadlines with minimal supervision.

- A solid understanding of the news process and the urgency of news deadlines.
- Excellent communication skills, both oral and written.
- Bilingual (Spanish/English) a plus.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Demonstrated commitment to the goals and mission of UnidosUS.
- Attention to detail.
- Creativity and knowledge of information technology.
- Knowledge of search engine analytics to maximize traffic to websites and familiarity with publishing and design software.
- Become knowledgeable with the YourMembership software.

Please include “Member Specialist and Regional Liaison” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre Building

Attn: Viviana Lopez Green

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Washington, DC 20036

hrmail@unidosus.org

Subject Line: Membership Specialist and Regional Liaison

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.