



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Senior Administrative Coordinator      **OPEN:** Immediately  
**LOCATION:** Washington, DC      **CLOSE:** Until Filled  
**CONTACT:** Senior Vice President (SVP),      **SALARY:** Commensurate with  
Development and Strategic Initiatives      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. 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](http://www.unidosus.org) or follow us on Facebook and Twitter.

### SUMMARY

UnidosUS is seeking a full-time Senior Administrative Coordinator to provide support to the Senior Vice President (SVP) of Development and Strategic Initiatives. This is a professional support position that must handle multiple projects simultaneously and manage fast-paced schedules and project management with professionalism, maturity, poise, and confidence.

This position is nonexempt and based in Washington, DC. The Senior Administrative Coordinator will report to the Senior Vice President; however, specific work may be assigned and supervised by other staff project leads. As such, experience and comfort collaborating with, and reporting to multiple supervisors is critical.

Success in this role requires a high degree of professionalism, resourcefulness, high quality work product and attention to detail.

## **ESSENTIAL FUNCTIONS**

### **Administrative Support to the Senior Vice President**

- Manage and maintain a heavy meeting schedule for SVP, to include: scheduling meetings across multiple time zones; coordinating and managing multiple/team calendars; coordinating conference call schedules (serving as call administrator/moderator); coordinating prep documents and agendas; preparing/disseminating notes.
- Manage and maintain a heavy travel schedule for SVP, to include: planning and preparing logistics including air travel, hotel, and ground transportation; researching appropriate travel meeting details; scheduling appropriate pre-travel brief/prep and post-travel follow up.
- Provide timely and professional clerical support including professional and courteous management of incoming calls and requests; drafting/editing standard documents (letters, fact sheets, flyers, general web copy, meeting minutes, and reports); photocopying, faxing, shipping, etc.
- Coordinate and process routine administrative paperwork in compliance with organization policies and procedures, including timely processing of travel expense reports, requests for payment, and vendor/consultant management.
- Provide requested research for upcoming projects, initiatives and opportunities.
- Provide support to Resource Development Team as possible and coordinate additional administrative support for the team as requested.
- Perform other duties as needed.

### **Meeting and Event Planning**

- 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/RSVPs; ensuring appropriate AV/technology services are secured for presentations; securing catering, signage, and guest transportation; scheduling meetings and other logistics; preparing agendas and materials packets; sending reminders; working with UnidosUS staff and external parties; and taking, disseminating, maintaining a record of minutes/notes.
- Ensure proper and timely payments to vendors and appropriate partners that provide services for meetings; communicate payment timelines; ensure appropriate acknowledgements and thank-yous are prepared and sent post-event.

### **Procedures Maintenance and Compliance**

- Maintain and organize Senior Vice President records, specifically project and vendor/consultant files, finance contracts and records, and documentation of Resource Development work and operations.
- Support the Senior Vice President with compliance on UnidosUS fiscal policies and procedures; preparing invoices and processing requests for payment, credit card statements, and travel expense reports; researching consultant/vendor contracts and ensuring timely payment; coordinating with appropriate program/office staff to ensure

contract deliverables prior to vendor/consultant payment; researching collections and ensuring timely payment to/from UnidosUS, as appropriate.

### **Data Management**

- Maintain and/or update Senior Vice President contacts and networks.
- Support Senior Vice President with data entry in NXT related to funder/donor data management.

### **QUALIFICATIONS & REQUIREMENTS:**

- B.A./B.S. degree from an accredited College or University required.
- Minimum of **five to seven** years of related professional work experience as executive administrative support staff or in the clerical field.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Must have a strong sense of responsibility and self-motivation; must be efficient, be results-oriented, and have a positive attitude.
- Excellent customer service and relationship-building skills (internal and external) and a professional attitude in representing UnidosUS to different audiences.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail and a structured approach to managing the workload.
- Experience managing compliance and procedures related to Finance, Human Resources, data management, and vendor relationships/contracts.
- Strong meeting and event planning experience including basic accounting and budget/invoicing experience.
- Excellent Microsoft Excel, Word, PowerPoint, and internet research skills; familiarity with Raiser's Edge NXT a plus.
- Understanding of and commitment to UnidosUS' 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.

### **Ethics**

- Highly trustworthy and able to maintain confidentiality of information.
- Commitment to UnidosUS' values and principles of ethical standards.

### **Schedule and Travel Expectations**

- Promptness and reliable job attendance essential.
- Ability and willingness to work occasional and sometimes unexpected overtime, advance notice provided.
- Some travel, late nights and occasional weekends may be required.

**Please note: Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity.**

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16<sup>th</sup> St., NW, Suite 600 Washington, DC 20036

or [hrmail@unidosus.org](mailto:hrmail@unidosus.org)

Fax: 202-776-1792

Subject Line: Senior Administrative Coordinator

Attn: SVP, Development and Strategic Initiatives

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.