POSITION ANNOUNCEMENT

POSITION: Administrative Manager
OPEN: Immediately

LOCATION: Washington, DC
CLOSE: Until filled

CONTACT: Senior Vice President,
Communication and Marketing

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 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, Instagram, and Twitter.

SUMMARY
UnidosUS is seeking an Administrative Manager as part of the Communications and Marketing (MarComm) component who will ensure the efficient administration and operation of the team’s daily and ongoing processes. The Administrative Manager will be responsible for supporting the Senior Vice President (SVP) and Deputy Vice President (DVP) of MarComm directly, as well as the broader team by handling a variety of tasks related to organization and communications. This person should be an independent, proactive, and solution-oriented team member with the ability and genuine desire to meet the needs of the team. They should have a proven track record in operations, interdepartmental communications, and managing processes, including meetings, invoices, and budgets. Success in this role requires this person to serve as a liaison with finance, continuously have a high level of focus on quality, accuracy and confidentiality in all work products and communications, and present a positive presence for the MarComm team. This position will be based in Washington, DC.
RESPONSIBILITIES

Administrative Management

- Manage interdepartmental relationships conducive to the administrative functions of the MarComm component, including with leaders and administrative support teams within the executive office, finance, programs, and policy.
- Manage the onboarding process for new team members; team meetings, including offsites, weekly team meetings, related presentations, and timely content; systems for ensuring timely submission of timesheets; ordering supplies; and other duties as assigned.
- Lead research, design logistics, ordering, and tracking of UnidosUS branded items catalogue for the organization, and fulfill orders as requested by components.
- Establish structure for processing of invoices and expenses through Concur, ensuring adherence to established protocols for language to include in vendor/consultant contracts, and ensure timely processing.
- Develop and maintain an invoice/payment tracking system for yearly contracts and contracts for major projects/events. Collect appropriate documents, review invoices for accuracy and submit invoices for payment via Concur.
- Collaborate with the team to update the team’s cost-center sheet on a monthly basis based on current projects.

Executive Support

- Provide real time scheduling support to the SVP and DVP by booking appointments and avoiding conflicts.
- Facilitate invoice payments and expense reimbursement to the SVP and DVP by submitting their expenses monthly through Concur.
- Coordinate travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Prepare documents for meetings and business trips, as appropriate, to include agendas, schedules, contact sheets, etc.
- Provide logistical support as it relates to planning and preparing team events, such as team outings, retreats, etc.
- Coordinate and maintain staff records, for example the MarComm department organizational chart and contact sheets.

QUALIFICATIONS

- Bachelor’s degree in general business administration, organizational development, or related field preferred.
- Five (5) to seven (7) years of relevant experience serving in an executive support role and regularly interacting with senior management and partners.
- Working knowledge of office management systems and procedures.
- Experience with Concur to submit invoices and expenses, for payment.
• Advanced proficiency with Microsoft Office Suite more specifically, Office 365, (e.g., Excel, Microsoft Teams, SharePoint, and PowerPoint) preferred.
• Experience using meeting technology including audio visual equipment, industry software, and web and video conferencing.
• Steadfast commitment to UnidosUS mission, vision, and values of Excellence, Accountability, Respeto.
• Commitment to U.S. Latino community, Latino non-profit organizations, and the Latino market.
• Demonstrated experience working in non-profits, community-based organizations, and diverse communities.
• Professional presence and exceptional customer service skills, exercising a high level of confidentiality in work products and communications.
• Demonstrate openness to new challenges, opportunities, and continuous learning with flexibility and easily able to adapt to changes.
• Strong critical thinking, problem solving, time management, organizational, and analytical skills.
• Ability to work well under pressure.
• Demonstrated ability to interact with a wide range of individuals in different situations requiring tact, diplomacy, judgement, and discretion.
• 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 (English/Spanish) 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: Administrative Manager
Attn: Senior Vice President, Marketing and Communications

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.