



POSITION ANNOUNCEMENT

POSITION: Senior Administrative Specialist, Health **OPEN:** Immediately

LOCATION: Washington, DC **CLOSE:** Until filled

CONTACT: Senior Director, Health Programs **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

The Senior Administrative Specialist will be responsible for providing support to the Health programs team including the recently awarded Center for Disease Control and Prevention (CDC) Cooperative Agreement "Education and Awareness Campaign to Promote Vaccination Coverage Among Latinos." This position will provide administrative support around communications, logistics for internal meetings, and other external programmatic activities with partners. 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.

The Senior Administrative Specialist reports to the Senior Director, Health; 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. This position is based in Washington, DC.

RESPONSIBILITIES

Administrative Support

- Provide timely and professional operation support to the Health component across all projects.
- Lead and maintain the program mailbox and communication with 30 plus federally-funded subgrantees, including scheduling meetings across multiple time zones; coordinating and updating managing multiple/team calendars; conference call schedules (serving as call administrator/moderator); prep documents and agendas; preparing/disseminating notes.
- Coordinate and implement processes to personalized communication and program materials for 30 plus subgrantees utilizing Microsoft Office 365 and other tools, including mail merge, DocuSign, automation of workflow.
- Assist in coordination of regular meetings with 30 plus subgrantees and respective partners and funders as requested. This work includes supporting project staff in the development of pre-meeting materials and agendas; reviewing contracts; managing RSVPs; scheduling meetings and other logistics; sending reminders; working with UnidosUS staff and partners; and taking, disseminating, and maintaining a record of notes.
- Support process invoice in compliance with organization and funder (federal and non-federal), policies and procedures, including assist the timely processing requests for payment, vendor, and consultant management via Concur.
- Provide timely and professional clerical support including but not limited to courteous management of communication and requests and drafting/editing standard documents (letters, fact sheets, flyers, general web copy, meeting minutes, and reports).
- Provide requested research for upcoming projects, initiatives, and opportunities.

Procedures Maintenance and Compliance

- Maintain and organize project records, specifically subgrantees and consultant files, finance contracts and records, and documentation of communication and operations.
- Support the Health team with compliance on UnidosUS and Federal fiscal policies and procedures including supporting finance-related and grant management activities.

Data Management

- Maintain and/or update all contacts and networks related to the Health Component.
- Support Health staff with data entry related to program management.

Other Duties as Assigned

- As needed, support the Health components with any specific projects.

QUALIFICATIONS & REQUIREMENTS

Education & Experience

- Bachelor's degree from an accredited college or university required.
- A minimum of three (3) to five (5) years of relevant professional work experience required.
- Exposure to project management processes in an administrative role, ideally in a non-profit program setting.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365, (Excel, Access, PowerPoint, Bookings, Teams, and Power Automate).
- In-depth experience working with compliance and procedures related to finance, and data management, relationships, and contracts required.
- 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.
- Excellent organization skills and high attention to detail; a structured approach to managing the workload, as well as ability to follow-up with each step of a project.
- Ability to manage multiple tasks and goals, prioritize among assignments, and problem solve, persistence towards meeting goals.
- 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.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- 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 resume will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

hrmail@unidosus.org

Subject Line: Senior Administrative Specialist, Health

Attn: Senior Director of Health

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.