POSITION ANNOUNCEMENT

POSITION: Program Manager Racial Equity Initiative
OPEN: Immediately

LOCATION: Washington, DC
CLOSE: Until filled

CONTACT: Senior Director, Racial Equity Initiative

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
As part of UnidosUS’s Narrative and other Strategic Impact Goals, and in light of the national debate on racism and structural inequality, UnidosUS is accelerating efforts to define and drive an accurate understanding of Latinos and their contributions to U.S. society. This role will support efforts to develop and articulate a “Latino lens” within current and future public discussion on racial equity/racial justice, including the Black Lives Matter movement. This position will help document how Latinos share with Black Americans many manifestations of structural racism shaped by more than a century of policy decision and practices.

This position reports to the Racial Equity Initiative Senior Director and is ideal for an individual with project management skills and a deep interest in racial justice and equity, civil rights, and Latino issues. The Program Manager will be focused on helping with the planning of meetings, organization of information, databases, and files; conducting research and writing reports, fact sheets, presentations, and talking points to be used by UnidosUS program and policy staff as well as leadership with diverse audiences and purposes. This position will be based in Washington, DC.
RESPONSIBILITIES

Writing and Research

- Conduct research and synthesize essential literature on systemic/institutional racism, specifically the Latino focused subset of that literature.
- Review and summarize core civil rights laws highlighting strength and weaknesses from the Latino community perspective.
- Help prepare brief analysis on how specific disparities experienced by Latinos in key issues areas (Education, Health, Immigration, Housing and Financial Empowerment, Immigration, and Workforce) may be explained by systemic and structural racism.
- Prepare, draft, review, and edit different position papers and related products including blogpost, press releases, op-ed, one pagers and articles on relevant journals or publications.
- Assist with literary review and media scans and help prepare abstracts and strategy based on findings.
- Create content for social real-time influencer engagement opportunities.
- Engage in policy work related to Latinos and racial equity.

Data Management

- Maintain and/or update all contacts and networks related to Racial Equity Initiative and Narrative efforts.
- Create and maintain repository and e-files of relevant documents and literature.
- Support Racial Equity Initiative effort with data entry related to program management.

Administrative Support

- Provide timely and professional operation support to the Racial Equity Initiative and Narrative efforts related to the systemic racism impact in the Latino community and Recipe for Unity campaigns-related projects.
- Help maintain the program list serve and communication with partners in academia, media influencers, and consultants.
- Schedule meetings/conference calls across multiple time zones and calendars.
- Serve as meeting/conference call administrator/moderator.
- Prepare and disseminate documents and agendas prior to meetings, then disseminate meeting notes upon completion.
- Assist in coordination of regular meetings with sub-grantee (30 plus), respective partners, and funders. This work includes supporting project staff in the development of pre-meeting materials, reviewing contracts, etc.
- Partner with finance team to timely process all invoices via Concur, keeping compliance and funder (federal and non-federal) policies and procedures in mind.
- Provide requested research for upcoming projects, initiatives, and opportunities.
- Other duties as assigned and required.
QUALIFICATIONS

- Bachelor’s degree or equivalent experience working as a program manager.
- Professional with three (3) to five (5) years of relevant experience working in a nonprofit setting in program area preferred. Racial justice experience is a plus.
- Strong project coordination experience preferred.
- Knowledge of key racial justice trends, debate, and struggles in all communities of color.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365.
- Robust understanding and commitment to improving opportunities for the Latino community and commitment to social justice.
- Steadfast commitment to UnidosUS mission, vision, and values of Excellence, Accountability, Respeto.
- Commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market.
- Demonstrated experience working in nonprofits, community-based organizations, and diverse communities.
- Strong facilitating skills with the ability to synthesize different views and guide multiple participants towards consensus decisions.
- Detailed-oriented with the ability to plan meetings track multiple priorities, documents, organizations, opinions, and tight deadlines with moderate supervision.
- Ability to establish and maintain sound professional relationships, including the temperament to impartially represent different perspectives.
- 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.
- Flexibility to travel 20% of the time, sometimes on short notice, post-pandemic.
- 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, résumé, and writing sample will be considered for this opportunity.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:

UnidosUS
hrmail@unidosus.org

Subject Line: Program Manager Racial Equity Initiative
Attn: Senior Director, Racial Equity Initiative

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.