



Job Description

Job Title

Project Specialist – National Latin@ Network

FTE 1

Reports To

Grants Manager

Position Description

This position is responsible for administrative and project support for the NLN director, managers, and the Technical Assistance Team, and works directly with program staff and consultants to maximize productivity and promote achievement of Casa de Esperanza's goals.

Functions

- Administrative support for the staff of the NLN & the Senior Director of National Training and TA consisting of:
 - Manage schedule, meetings, contacts, travel arrangements, telephone calls, mail and emails.
 - Edit and produce well-designed, error-free correspondence and other documents.
 - Take minutes and notes in conference calls and meetings, as needed.
 - Maintain working and historical files.
 - Ensure support is provided in a timely manner.
- Program Staff/Consultant Support
 - Edit and produce well-designed, error-free documents in a timely manner.
 - Prepare for and schedule meetings, trainings and events. Includes arranging agendas, materials and mailings.
 - Monitor phone calls, emails and mail and channel to appropriate staff member.
 - Assist in and/or prepare various reports in a timely manner.
 - Maintain statistical reporting database.
 - Assist with preparation of program materials as needed.
 - Provide technical support and coordination for the NLN Webinars, Blog Talk Radio/Podcast sessions and Conference Calls.
 - Provide logistical support to conferences and other meetings, including coordinating and booking participants' travel, being the primary contact person for hotels and traveling to meetings to offer in-person administrative support.
 - Work closely with Communications and Marketing Manager to support effective and timely communications, including social media, constant contact emails, blog and website updates.
 - Manage NLN membership database.
- Teamwork Environment
 - Use team resources to effectively fulfill responsibilities and agency goals. Be available to other team members for the same purposes.
 - Participate in ensuring focus on agency mission and fulfilling agency goals.
 - Promote cooperative efforts in effective communication, meeting challenges and decision-making.
 - Provide ongoing coaching, training, support and an atmosphere for open communication.

- Assist coworkers in remaining outcomes-focused and grounded in a full understanding of the agency mission.
- Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence and communalism.
- Other duties as assigned.

Qualifications

- Education and Experience
 - Minimum of a two-year vocational or technical degree in secretarial or related field.
 - Two years post administrative support experience.
 - A combination of education and experience providing equivalent knowledge.
- Skills and Abilities
 - Ability to model behavior consistent with the Casa de Esperanza mission.
 - Ability to manage or coordinate multiple priorities/projects and ensure work is completed in a timely and productive manner.
 - Detail oriented.
 - Understanding of importance of maintaining confidentiality.
 - Knowledge of and ability to apply office and business management procedures, and to use computer and other technical resources effectively to accomplish work.
 - Ability to travel to various locations for regular meetings and events.
 - Demonstrated skills in effective oral and written communication in English and Spanish preferred.
 - Knowledge of *InDesign* and *Filemaker* a plus.

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To Apply

Send resume and cover letter to Carol at czapfel@casadeesperanza.org.