



## **Job Description**

### **Job Title**

Project Specialist – National Latin@ Network (NLN)

**FTE 1**

### **Reports To**

Assistant Director of National Training and TA Initiatives

### **Position Description**

Founded in 1982, Casa de Esperanza is the national institute on domestic violence focusing on Latin@ communities that provides critical and innovative services and support in our Minnesota Twin Cities communities, ranging from family advocacy and shelter services to leadership development and community engagement opportunities for Latin@ youth, women and men. Through our National Latin@ Network, a project of Casa de Esperanza, we use our learnings on the ground to inform and shape public policy, research, and best practices in the field.

This position is responsible for administrative and project support for directors, managers, and program staff of the National Latino Network for Healthy Families and Communities (NLN), as well as consultants to maximize productivity and promote achievement of Casa de Esperanza's goals.

### **Functions**

- Administrative support for the directors and managers of the National Latin@ Network (NLN) consisting of:
  - Manage schedules, meetings, contacts, telephone calls, mail, and emails.
  - Support Finance team organize and maintain documents of NLN team
  - 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
  - Coordinate 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.
  - Edit and produce well-designed, error-free documents in a timely manner.
  - Maintain statistical reporting database.
  - Assist with preparation of program materials, including large printing projects.
  - Provide technical support and coordination for the NLN Webinars, 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.
  - 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.
  - 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.
  - Demonstrated skills in effective oral and written communication in English and Spanish preferred.
  - 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.
  - Knowledge of *Adobe Connect, 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 your resume and cover letter to Isaac Hitz Graff at [ihitzgraff@casadeesperanza.org](mailto:ihitzgraff@casadeesperanza.org).