

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Special Projects Manager
Reports To: Executive Director
Department: Executive Office
Date Available: Immediately
Date Posting: 8/5/24
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications via email with subject Line: Hiring – Special Projects Manager to David Martinez at dmartinez@hispanicfamilyservicesny.org.

POSITION SUMMARY: Coalition for Hispanic Family Services (CHFS) is hiring a Special Projects Manager that serves as manager of CHFS Special Projects as well as an executive assistant to the Executive Director. Under the supervision of the Executive Director, this position is responsible for c-suite/executive level administrative support including coordinating meetings, liaising with Program Directors as well as managing agency and community wide projects, development projects, and other activities as assigned.

POSITION OBJECTIVE: The Executive Office provides overall leadership to staff in the development and implementation of short and long-range plans and policies at the Coalition for Hispanic Family Services. The Executive Office oversees financial management of the Coalition, supports the Chairman and Board of Directors, and liaises with other partner and funder-organizations. The Executive Office also manages the Coalition’s contractual obligations and works to continually allocate resources throughout the Coalition for greater program effectiveness and efficiency. The Executive Office interfaces, at times, directly with families and children who are our primary client. The Executive Office is committed to the organization’s mission and to the relationships that make this mission possible.

RESPONSIBILITIES:

1. Coordinate logistics of agency wide event which includes but is not limited to staff engagement events, wellness events, children’s holiday parties, galas and receptions, Giving Tuesday, food pantry distributions, donations, gear ordering, and other ad hoc events.
2. Create agency materials including but not limited to organizational charts, program literature, flyers for events, thank you letters, and social media posts. Provide copy-editing and word processing support to executive office.
3. Coordinate internship and fellowship document tracking, training and workshop sessions, liaising with programs, following-up with interns/fellows, and working closely with HR.

4. Assist with grant proposals and applications, funding requests, and requests for proposals (RFPs) as needed. Assist in data collection, analysis, and reports as needed. Transcribe documents, which may be complex, confidential or technical in nature.
5. Serve as task supervisor to the Special Projects Assistant. Delegate assignments as needed and provide support on shared projects.
6. Manage the info@hispanicfamilyservicesny.org email address and direct individuals to the correct staff members. Take initiative on potential projects from the email if possible. Maintain Google My Business if needed.
7. Create surveys, polls, and data reports using Survey Monkey, Google Forms and Microsoft Forms.
8. Provide executive level support to the Executive Director including scheduling and coordinating meetings, writing meeting minutes including but not limited to weekly Senior Management meeting minutes, Board of Director minutes, and ad hoc meetings. Answer phone calls and ensure follow up with phone messages, prepare upcoming agenda based off previous minutes, and follow up on all meeting action items.
9. Maintain strict confidentiality for all Executive Office, Board of Directors, administrative, and programmatic matters and materials.
10. Attend meetings, webinars, conferences or trainings on behalf of the Executive Director and take minutes accordingly.
11. Prepare check requests and new vendor forms for approval by the Director, and ensure that obtained approval is processed to fiscal accordingly. Liaise with Executive Director on approving and signing documents as needed.
12. Arrange and track all hotel reservations, car services, trains, buses, flights and other transportation or accommodations as needed. Maintain all expense receipts. Request all information from programs as needed. Send detailed expense report with receipts monthly to the Fiscal Office.
13. Timely submission of orders with office manager for supplies as approved or needed by the Executive Office and submit to Operations/Fiscal Departments as required.
14. Coordinate and assist with any ad hoc projects, other departments' projects, and/or other assignments as requested by the Executive Director.

SKILLS AND EXPECTATIONS:

- The Special Projects Manager will model professional behavior at all times, utilizing tact and diplomacy with staff, families, senior management, Board of Directors, community representatives, and funders.
- The Special Projects Manager will manage his/her/their time effectively and will be timely in preparing the support needed by the Executive Director for meetings, conferences, etc. Understanding of priority is a must.
- The Special Projects Manager will excel at working collaboratively and independently. The ability to handle confidential information with the utmost discretion is a must. Ability to adapt to a flexible schedule and moving deadlines.

QUALIFICATIONS:

Must have a Bachelor's Degree in Public Administration, Public Relations, Business, Social Work, or related field with 5 plus years of relevant administrative experience with increased responsibility. Master's degree is a plus. Candidate must have mastery of Microsoft Office Suite, especially Word, Excel, PowerPoint and Outlook. Familiarity with One Drive and SharePoint is preferred. Experience with Canva, Photoshop, Adobe Illustrator, Zoom, DocuSign and/or Adobe Reader is preferred. Candidate should be flexible, self-assured, and highly composed with exceptional organizational, communication, analytical, time management, and multitasking skills. Must be energetic and comfortable working in a fast paced environment. Experience with event planning is a plus. Bilingual in Spanish is a plus. Technical knowledge is a plus.

COMPENSATION:

Commensurate based on experience. \$68,000 to \$77,000

Excellent benefits package, Health, Dental and Vision insurance, 401k, ample vacation, holidays and sick days.

**Coalition for Hispanic Family Services is an
Equal Opportunity Employer committed to diversity
in the workplace across all employment opportunities.**