

SITE COORDINATOR, GREATER HOUSTON

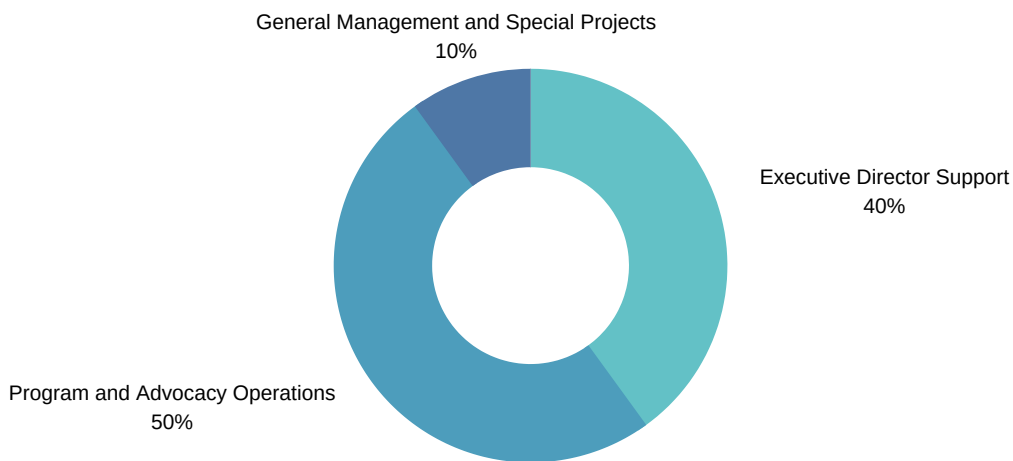
HOUSTON, TX



THE ROLE IN A SENTENCE

Reporting to the Executive Director, Greater Houston, the Site Coordinator will provide administrative and logistical support to program and executive leadership across key efforts in Greater Houston such as fundraising, programs, and advocacy.

ROLE OVERVIEW



Executive Director Support (40%)

- Provide administrative support for the Executive Director, Greater Houston including calendaring, data entry and management, and fundraising meeting prep and follow-up support

Program and Advocacy Operations (50%)

- Work with the Greater Houston Program Manager to support and execute logistical aspects of program implementation and advocacy efforts
- Drafting/revising content for program materials, publications (newsletter, webinars), and social media
- Assisting with internal and external event planning and logistics

General Management and Special Projects (10%)

- Manage and track relationship data in Salesforce for Fellows, donors, and other key stakeholders
- Keep project plans for programs and special projects updated
- Data entry, researching and reporting on various topics
- Help build a positive organizational culture and participate in team meetings and retreats

OUR ORGANIZATION

Mission: Develop, place and connect essential Latino leadership in the education sector.

Core Values:

- Lead From Our Identity
- Work Con Ganas
- Agitate When Necessary
- Bridge Across Cultures
- Rise As A Collective

Fast Facts:

- Founded in Boston in 2016
- Organization budget of \$3M
- 10 team members across the country; 2 based in Houston
- *Benefits:* 401k match, flexible PTO, health/dental/vision/life insurance, competitive compensation

OUR PERSON

Required:

- Greater Houston based
- Highly organized and extraordinary attention to detail
- Committed to our core values and mission
- Previous program coordination and/or logistics experience

Preferred:

- Bachelor's Degree
- 2 years of professional experience
- Speaks Spanish
- Experience with Salesforce or similar CRM, marketing/communications platforms, and social media accounts

APPLY: www.LatinosForEducation.org/Careers

