



Position Announcement and Job Description

Coordinator of Network Engagement

Who We Are

Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making, advocacy, innovative programs and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, the environment, and disaster relief. Values that drive our work include diversity, equity and inclusion, anti-discrimination, fairness and justice, trust, respect, empathy, and compassion. HF has 115 member organizations and a growing national network of almost 500 Latino nonprofits in 41 states, Puerto Rico, and the District of Columbia.

Who We Seek

Hispanic Federation seeks a Coordinator of Network Engagement to support HF's work with our nationwide network of nonprofit member and partner organizations. The coordinator will provide logistical and administrative support for membership and capacity building programs, maintain membership and partner data, track membership engagement, draft and send out network communications, support regional and national convenings, and manage the implementation of the Entre Familia workshop series and other capacity building programs

The Coordinator of Network Engagement will primarily support the Senior Director of Network Engagement and the Senior Director of Capacity Building in their work with HF's network of partner and member organizations. They will also work closely with HF programmatic, policy and grantmaking teams to ensure robust network participation in all HF initiatives.

Position Location: New York, NY

Reports to: Senior Director of Capacity Building & Senior Director of Network Engagement

Job Duties and Responsibilities

Member Engagement

- Ensure applications are reviewed in a timely manner and move forward the work of the Membership Review Committee
- Distribute and support analysis of annual member and network surveys
- Maintain and distribute new member orientation packet
- Track membership status and support membership renewal process
- Support quarterly meetings of Executive Directors of member agencies
- Coordinate member requests for sponsorship, letters of support and other needs

Partner Communications

- Compile and disseminate network communications, including newsletters, announcements and invitations
- Maintain content for HF network on HF website, including capacity-building resources and network and consultant directories
- Maintain membership page on website with information on membership criteria, benefits, responsibilities, and the application process
- Support and encourage HF members in using HF logo/branding

Partner Management

- Maintain partner and member information in database and support creation of network reports for leadership and board
- Work with HF communications staff to build out presentation of network partners list on HF website, in a manner that it can be sorted and searched according to various criteria
- Track partner engagement in various HF programming, and work with colleagues to collect and input engagement information

Capacity Building Programming

- Support logistics for Entre Familia workshop series, conducting outreach and follow-up, hosting workshops, supporting consultants, and processing payments
- Support implementation of national and regional partner convenings
- Support capacity building initiatives for members, such as Hispanic Leadership Institute, Board recruitment events, and capacity building cohort programming
- Coordinate organizational assessments for new members

Required Skills and Qualifications

- Minimum of a Bachelor's degree and demonstrated knowledge of non-profit work within underserved low-income communities
- At least two (2) years of professional experience in administration, logistics or technology
- Excellent technology skills; experience with Office 365, conference platforms, and third party databases
- Efficient, detail-oriented and organized
- Ability to multi-task and balance assignments from more than one staff person
- Strong, well-developed verbal and writing skills
- Exceptional ability to work with others and develop trust with partner agencies and staff
- Commitment to Hispanic Federation's mission and core values
- Fluency in written and spoken Spanish

To Apply

Please submit a résumé and a cover letter detailing your interest and qualifications to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is \$45-\$50k and is commensurate with experience. Compensation includes fully subsidized medical, dental, vision insurance; access to flexible spending for medical and transportation; and a 403 (B) retirement plan available at start, with organization match after 6 months of service.

Hispanic Federation is an equal opportunity employer and does not discriminate against anyone based on actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.