



LATINO NETWORK

Executive Director Job Description

Supervisor: President

Classification: Part-time

Sample Work Schedule: Monday 8am-2pm, Wednesday 7am-3:30pm, Fridays 8am-2pm.

This could vary depending on circumstances of the incumbent and activities of the organization which include occasional evening and weekend projects.

ORGANIZATIONAL BACKGROUND: The mission of Latino Network is to address community issues affecting and impacting the Latino community in Riverside and the surrounding areas and to provide a vehicle for the dissemination of information and the sharing of resources. The focus of Latino Network has always been youth, education and voter registration. Latino Network partners with other important community groups to strengthen the efforts of common goals.

POSITION SUMMARY: The Executive Director is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Executive Director will work under the direction of the Chair and Board of Directors to ensure the needs of the organization and its members are met in a timely manner.

QUALIFICATIONS:

Minimum Education:

- Bachelor's degree

Experience:

- 2 or more years of office management or equivalent position
- Demonstrated commitment to the Latino community and Social Justice

Knowledges, skills and abilities:

- Demonstrate ability to promote the organization's agenda to the public and media
- Strong leadership and management skills
- Strong fundraising skills
- Knowledge of the principles and practices of effective office management
- Knowledge of individual and group dynamics
- Knowledge of research sources and techniques to acquire information, and methods of presenting information to a board or group
- Strong administrative and organizational skills
- Excellent written and oral communication skills
- Demonstrated ability to multitask, work independently, and meet deadlines

- Demonstrated bookkeeping/accounting competence
- Familiarity with educational challenges facing youth today and programs to assist them in reaching their potential to be successful
- Ability to analyze a variety of issues with emphasis on those related to community organizations, political, and voting and social issues, and community needs.
- Ability to Work effectively with diverse, multi-cultural groups.
- Ability to clearly articulate the mission and activities of Latino Network to the membership, community organizations and media as necessary

Desired:

- Knowledge of computers and software applications including but not limited to Excel, Word, PowerPoint, Publisher, Mailchimp, Google, Dropbox, Square, and PayPal is desired
- Bilingual Spanish preferred

RESPONSIBILITIES:

The following responsibilities are essential functions of the position. A successful job applicant must perform these essential functions with minimal supervision:

- Guide Latino Network's Board of Directors with the development and implementation of programs and events.
- Lead and/or facilitate programs or even tasks as required.
- Foster and facilitate collaborative relationships within Riverside and surrounding areas Latino population.
- Establish and foster collaborative relationships with business, government, and educational stakeholder groups.
- Manage the office to ensure effective and timely telephone, mail, and email communication.
- Work closely with the Board of Directors to develop annual work plans and strategic plans for Latino Network.
- Work closely with the Executive Board to develop annual budgets, track and monitor income and expenditures, and report out quarterly to the Board of Directors.
- Work with Board of Directors to oversee and manage the finances of Latino Network, including financial reporting, tax reporting and audits as necessary.
- Assist to ensure compliance with 501 (c) (3) tax-exempt requirements.
- Report as required about Latino Network's activities to the public.
- Manage Latino Network's office systems, procedures, and equipment.
- Assist with preparing documents for Board meetings, retreats, and other meetings
- Keep the office clean and tidy.
- Identify and recruit new members and event sponsors.
- Proactively pursue fundraising opportunities.
- Sign documents on behalf of Latino Network, including contracts, checks, grant agreements, leases, and other official documents as authorized by the Board of Directors
- Other duties as assigned by the Board of Directors

Compensation: Negotiable depending upon experience.

To Apply: Please submit a resume and cover letter to info@riversidelatinonetwork.org. Please write "Executive Director Application," on the subject line.

DEADLINE TO APPLY:

Friday, January 24, 2020