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## Program Support Administrator

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas across the country to fuel a larger reproductive justice movement.

**Position Description:** Latina Institute seeks a committed and experienced individual who is passionate about Latine issues to provide strong administrative and logistical program support to our Community Mobilization (CM) department, with teams in NY, DC, FL, VA, TX, and activists across the country.

The Community Mobilization department leads our on-the-ground community organizing, mobilizing and leadership development work. The ideal candidate will have extensive project management and logistics experience in supporting field and office staff involved in organizing, mobilizing or civic engagement programs.

Reporting to the Senior Director of Community Engagement Programs, the Program Support Administrator oversees the general and office administrative duties of the department, such as mailing and receiving packages, finding vendors for program materials, helping to track the department budget and spending, and supporting with travel logistics. We are seeking a skilled, bilingual, and extroverted individual with experience working with diverse communities, who is highly motivated in a fast-paced environment!

We need someone with adaptability, flexibility, and ability to take ownership over projects.

**As the Program Support Administrator, your day may include tasks such as:**

- Organizing, packing and shipping program supplies and materials through FedEx to various locations
- Researching new supply vendors for our field teams for items like t-shirts, stickers, pins, etc.
- Weekly meeting with state and national teams
- Enter receipts and/or invoices to expense tracking system
- Help manage the Senior Director of Community Engagement Program's calendar
- Support the travel logistics (flights/trains and lodging) for national and state lobby days or mobilizations

**Location: Washington, D.C**

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be based in Washington, D.C to work in our DC office up to 3x a week. Additionally, up to 40% of travel is required to visit various locations to work and support in in-person events, meetings and conferences.

**Employee Status:** Full Time, Exempt, 40 hours per week

**Job Duties Breakdown:**

- 40%** - Logistics Planning/Support
- 30%** - Calendar Management
- 10%** - Onboarding/Offboarding new staff to Community Mobilizations
- 10%** - Budget Tracking Assistance
- 10%** - Additional Tasks/Support as needed

**Responsibilities include (but are not limited to):**

- Monitors and distributes program supplies and materials to teams.
- Procures vendors for program supplies/materials as well as hotels, travel and transit options.
- Holds travel and lodging scheduling for gatherings, trainings, and other mobilizations.
- Supports large scale event preparation and logistics for National mobilizations, lobby days, state team anniversary events, etc.
- Helps support onboarding and offboarding of Community Mobilization staff.
- Helps track department budgeting and spending for the department.
- Supports Senior Director with calendar scheduling, expense reconciliation, board reports, etc.

**What You Will Need to Be Successful:**

- Project management experience, and ability to coordinate multiple elements of a fast-paced environment.
- Strong written and verbal communication skills in both English and Spanish are required.
- Must be organized, have a high attention to detail, and ability to juggle multiple project and schedules.
- Familiarity with Microsoft Office Suite.
- Responds effectively to pressure and maintains a professional demeanor regardless of the situation.
- Must possess a “can-do” and “will-do” attitude.
- Must be able to work independently and in a team setting.

- Ability to successfully execute tasks with minimal supervision and complete assignments in a timely manner.
- Must be willing to travel up to 40%.
- Must be able to lift up to 20 lbs. at times.

**Salary Range:** \$57,000 - \$62,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development/wellness

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your cover letter and resume to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include the subject line: **Applicant – Program Support Administrator**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.