



## Operations Manager

**Chicago, Illinois**

**Position: Part-time**

**Reports to: Executive Director**

### Organization Overview

Latino Union is a member driven organization committed to building power for low-wage immigrant and US-born workers and dignified, respectful work and lives. The organization collaborates with low-income immigrant and U.S.-born workers to develop the tools necessary to collectively improve social and economic conditions. Latino Union members work to defend the rights and dignity of contingent workers, including the right to immigrate, work, live free of oppression and violence, and provide for oneself and one's family. The organization is firmly grounded at the intersection of racial/ethnic equity, labor, and immigrant rights. For more information about Latino Union visit <https://www.latinounion.org>

### Responsibilities

#### Office

- Ensure an organized and smooth-running office by managing the day-to-day, including: managing office supplies and equipment; coordinating technical support; maintaining and updating telecommunication systems, as needed; answering the phone; and serving as a primary contact for vendors, landlords, and staff.
- Manage scheduling and logistics for staff and board retreats and other organizational activities and travel.

#### Financial

- Coordinate day-to-day financial functions of the organization, including processing of payments, expenses, and revenue.
- Follow all internal controls and oversee the administration of the organization's paperless Quickbooks accounts, coordinating with Latino Union's accountant to ensure accurate expense management
- Ensure the timeliness and accuracy of all transactions, adherence to payroll deadlines.
- Conduct activities in line with the annual budget and assist in the annual budget development process, including the preparation of program budgets, analysis of improvement opportunities, and identification of efficiencies

## Operations & Administration

- Manage Interpretation equipment and interpreter services
- Recommend approaches, solutions, and tools to strengthen internal systems and operational effectiveness.
- Manage and process incoming mail.
- Coordinate independent contractor agreements, invoices, and other administrative documents and processes; and maintain documents and records in Quickbooks. Ensuring independent contractors are paid in a timely manner and following up as needed
- Provide administrative and logistical support to the Executive Director, Staff, and Development Director.
- Support other projects and manage other tasks, as assigned

## Experience and Qualifications

- Experience with accounting and Quickbooks
- Excellent organization, communications, and computer skills
- Demonstrates understanding and commitment to racial justice and intersecting issues, especially in labor and immigration issues
- Self-motivated–proven ability to work independently
- Must be bilingual – English/Spanish. Abilities to interpret and translate.

## Competencies

- Commitment to growth within the organization and continual learning.
- Self-directed individual who is an independent thinker and can nurture a team-oriented environment.
- Excellent written and verbal communication skills.
- Well-organized individual with high ethical standards.
- Experience in working in a multiracial, multicultural environment.
- Dedication and ability to work flexible hours.

## Personal Characteristics

- Passion for Latino Union's mission and purpose, and ability to communicate this passion to others.
- Ability to serve as an advocate and exemplar for the vision, values, and mission of Latino Union.
- Demonstrated strong interpersonal skills and a high degree of emotional intelligence.

## Salary & Work Environment

Hourly pay is \$23, 20 hours per week. Additional funds for professional development. Office and remote work.

## Additional Information

Consideration will be given to qualified candidates on an ongoing basis until the position is filled. To apply for this leadership role, please submit your cover letter, resume, and three references to [jobs@latinounion.org](mailto:jobs@latinounion.org). Latino Union is an Equal Opportunity Employer.