



## LATINO UNION OF CHICAGO

4811 N. Central Park Ave., Chicago, Illinois 60625  
www.latinounion.org  
312-491-9044

### Office Manager

**Position Type:** Part-time (24 hrs)

**Remote/Hybrid?:** In office Monday-Friday 9AM-1PM; additional availability Tuesdays 1-5

**Language:** Bilingual, English/Spanish

**Reports to:** Advancement Director and Executive Director

**Pay Rate:** \$33/hr

**Position Description:** Latino Union of Chicago (LU) seeks an office manager to support staff, membership, and the general public connect with internal and external resources in meeting with our mission to build worker and community power in the Chicagoland area. An outstanding communicator, the office manager will function as a greeter at our office on 4811 North Central Park Avenue and be a bridge between people and resources, managing the internal operations and wellbeing of the office space by helping coordinate staff and resources to create a welcoming and functional environment.

#### **Greeter and resource hub (40%):**

- Greeting visitors and orienting them on the work of the organization and referring them to appropriate organizers or staff when relevant.
- Answering the office phone lines during morning office hours, tracking call requests, and appropriately referring individuals to organizers, other organizations, and resources.
  - Maintaining a daily log of calls received including information on types of request, referrals, scheduling, among other data.
- Building and maintaining positive relationships with Latino Union members.
- Supporting the Albany Park Workers Center coordinator in connecting membership to good paying jobs.
  - Orienting prospective employers on how the Albany Park Workers Center operates – emphasizing that employers negotiate directly with the worker and use contracts for jobs.
  - Orienting new workers seeking employment about how the worker center operates and ensuring all persons seeking to join the workers center register for a membership orientation.
- Develop internal and external facing resource lists for staff and general public that details available community resources for frequently asked support requests

#### **Operations and Administrative support (30%):**

- Maintaining and sharing all relevant expense receipts from organizing events to process reimbursements and credit card expenses in collaboration with the operation manager.
- Processing reimbursement requests from team members.
- Purchasing office supplies when requested.



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- Coordinating with the team and other community groups to ensure the office remains a clean and orderly environment that can be enjoyed by all.
- Calling and texting membership for outreach efforts.

### **Organizing Scheduling and Recordkeeping (20%):**

- Identifying and maintaining in collaboration with the organizing team a list of bilingual resources for members and organization.
- Keeping up to date records of general events, orientation, and workshop assistance.
- Centralizing and maintaining records of membership involvement requirements for all members.
- Updating and maintaining the internal office calendars
  - Maintaining an up to date calendar of org events.
  - Maintaining and revising the “office hours” schedule for staff.
  - Coordinating office use requests for off work-hour community events, workshops, and meetings.
  - Liaising and coordinating space use requests for shared space on 4747 N Sawyer.
- Supporting other organizers in coordinating third-party workshops when needed.
- Maintaining and sharing all relevant expense receipts from organizing events to share with the operations manager.

### **Other Duties (10%):**

- Attending bi-weekly staff meetings and weekly organizer meetings.
- Catalog, organize, and maintain organization records and storage space.
- Supporting with translation and interpretation as needed.
- Other duties as assigned.

### **Required Qualifications:**

- Meticulous personal and space organizational skills.
- Outstanding interpersonal skills and comfort with interacting with diverse groups of people.
- Must be available morning hours in a fast-paced environment.
- Commitment to LU’s mission and vision, specially with collaborating with workers in developing the tools necessary to improve social and economic conditions.
- Strong communication skills demonstrating clarity and consistency in follow up.
- Fully bilingual in English and Spanish with the ability to interpret and translate when needed.
- Knowledge of use and management of Google Suite and Office Suite among other tools for documentation and communication.



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- Ability to work both independently and in a collaborative environment.

### Favored Qualifications:

- Previous project and team management experience.
- Additional language fluency (Portuguese, Creole, Polish, Tagalog, Indigenous languages from the Americas such as Quechua) a plus.
- Familiar with Popular Education methods.
- Commitment to challenging the assumptions of Latinidad and advocating for plurinationalism and international solidarity.
- Familiarity with community organizing, immigrants' rights issues, and/or workers' rights issues.

**How to apply:** Please send a resume to [jobs@latinounion.org](mailto:jobs@latinounion.org) with the subject line "office manager" followed by your full name. Applications are accepted on a rolling basis until position is filled but priority will be given to those submitted before September 27, 2024

**Note to applicants:** We strongly encourage Women, people of color, and immigrants to apply. We encourage you to apply even if you don't fulfill all the qualifications but are committed to building worker community power. We are looking for someone who is a good fit within our collaborative working environment and is invested in the professional and organizational development of our members.

**Who we are:** Latino Union of Chicago builds power with Day Laborers, Household Workers, and other contracted workers to fight for social and economic justice through education, organizing, advocacy, and coalition building. Latino Union is an equal opportunity employer to all employees and applicants for employment without regard to race, creed, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, or marital status, in accordance with applicable federal, state, and local laws.