

UNITE A NATION



JOB TITLE: OPERATIONAL CONSULTANT

JOB CATEGORY: INDEPENDENT CONTRACTOR

LOCATION: SOUTH LOS ANGELES

POSITION TYPE: 10-20 HOURS

HR CONTACT: DANIELLE LAFAYETTE
HR@UNITEANATION.ORG

PAYROLL STATUS: 1099

Unite a Nation (UAN) is an award-winning 501c3 nonprofit organization. The vision of UAN is to close the wealth and achievement gap for Black and low-income communities in South Los Angeles. The mission of Unite a Nation is to change the world by building a social movement and driving positive community and economic empowerment.

As an Uplift California Award-winning organization by then-Senator Holly Mitchell and AT&T, UAN is committed to enriching our local community with economic and community sustainability and empowerment for prosperity. UAN provides housing, education, and advocacy. In addition, UAN's resources include mentoring, life skills, financial literacy, employment resources, job readiness, and training. Our focus is to combat COVID-19 with our housing, food, advocacy, and educational materials.

POSITION SUMMARY

The **Operational Consultant** oversees the operations and administrative responsibilities for UAN's programs. The Operational Consultant is a results-oriented and social justice-minded leader with a successful track record in nonprofit business management. An experienced and confident leader that is capable of project management for UAN's programs and operations. The Operational Consultant provides the leadership needed to grow UAN, ensure its sustainability, capacity building, grant management, and partnerships. This person will play an effective role in managing UAN's operations, including finance, human resources, grant management, vendor relations, data collection, and mandatory reporting functions. This position will play a collaborative role in developing and implementing systems that increase the quality and efficiency of our work, by supporting our ability to grow and expand our mission. This position requires a high level of technological proficiency, organizational efficiency, and the willingness to grow a team. The Operational Consultant is responsible for providing administrative support to the Executive Director and Program Staff. The Operational Consultant reports directly to the Executive Director.

DUTIES & RESPONSIBILITIES

Program Operations (approx, 50% of role)

- Ensures smooth business management and office administrative functions

UNITE A NATION



- Help develop and manage program and office systems to ensure consistent external communications, with vendors, job candidates, court personnel, community groups, press/media, donors, our clients, and community members.
- Help develop and manage systems for record keeping, including mandatory training schedules, case assignments, caseload statistics, community contracts, community meeting schedules, etc.
- Help develop and manage systems for client referrals to public services and private agencies.
- Coordinate organizational and employee engagement strategies and initiatives that contribute to a growing and thriving organizational culture.

Administrative Support to Executive Director (35% of role)

- Support the Executive Director with administration, communication, and special projects.
- Manage calendar, correspondence, and organizational spreadsheets
- Maintain, administer, and train others on the effective use of organizational systems
- Manage all vendor & partner relationships

Finance, Human Relations, & Compliance (15% of role)

- Manage the finance operations, liaising with our outsourced accounting firm; including processing bi-weekly payroll and resolving payroll discrepancies
- Manage accounts payable/receivable, reimbursements, and invoicing
- Track budget and work with accounting to identify opportunities for cost savings.
- Resolve discrepancies with all vendors, including third party vendors
- Onboard and train new staff members
- Manage and store accurate, complete, and compliant personnel and organizational files
- Serve as a liaison between ADP, Salesforce, IRS, County of Los Angeles, DPSS, etc.
- Support with annual audit, and other financials, projects, or reports as needed
- Maintain accurate filings on time with the IRS to ensure compliance with federal and state requirements.

NECESSARY SKILLS AND QUALIFICATIONS

- College degree preferred, preferably in business administration/social justice
- 5+ years of executive administrative experience, program systems experience a plus
- Maintains high level of professionalism and confidentiality at all times, is committed to excellence, and has a deep impact on our participants' lives.
- Excellent verbal, written communication, and advocacy skills
- Possesses people management experience, can build & develop a diverse team, and is able to bounce seamlessly between high level strategy and troubleshooting
- Understands the importance of performance based goals and has the experience to catalyze a team to reach their own personal and organizational goals.
- Thrives in ambiguity and wants to play a key role in the growth of the organization.
- Flexible and adaptive work style with the ability to thrive in a growing, dynamic, mission-driven environment.
- Has the experience engaging and persuading internal and external stakeholders.

UNITE A NATION



- Comfortable with technology, including ADP, Salesforce, and Google suite
- Travel is a regular duty for this position and is required 15% of the time
- Use of a personal vehicle to travel between worksites and other locations is required
- Must have and maintain a valid California Driver's License and auto insurance in good standing
- Must have a personal and good working laptop computer with wifi capacity.

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Staff member is required to: walk and climb stairs; handle, finger, grasp, and feel objects and equipment; reach with hands and arms; communicate, receive, and exchange ideas and information by means of the spoken and written word; be mobile by moving oneself from place to place quickly and easily; repeat various motions with the wrists, hands and fingers; be able to have visual activity for (including, but not limited to) administrative and clerical tasks; drive personal vehicle in and around Los Angeles County; be able to enter various buildings that may require climbing stairs; be subjected to outside environmental conditions; use a personal and/or laptop computer, and copy, postage, and fax machines; complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Executive Director as soon as possible.

EQUAL EMPLOYMENT OPPORTUNITY

Unite a Nation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

TO APPLY

Submit resume, (2) professional references, cover letter, including why you are interested in this position and why you think you are the right fit to the Executive Director, Danielle Lafayette at HR@uniteanation.org, with subject header: **Operational Consultant**