

Job Opportunity : **NationBuilder Project Manager (part-time)**

Location: Center for Puerto Rican Studies, Hunter College, CUNY
East Building, 68th St & Lexington Ave.

Schedule: Flexible, 19 hours per week

Start Date: Available immediately Closing Date: Open until filled

Compensation: Hourly rate is commensurate with work experiences, salary history
and falls within established university guidelines

Assignments & Supervision: Works under the direct supervision of the Centro Outreach and Partnerships
Manager

Description and Duties: Centro is creating an online community to strengthen the network of stateside Puerto Rican communities. Our nation will connect organizations across the country who are working to address Puerto Rico’s economic and humanitarian crisis. The Center for Puerto Rican Studies is the only academic research institute solely devoted to the interdisciplinary study of the Puerto Rican experience in the United States. When one joins us via the NationBuilder application, one will tap into a network of individuals and organizations across the United States and Puerto Rico with the shared interest of linking data and scholarship to policy and social action. One will be subscribed to our Voices newsletter, featuring the latest news affecting our community and interesting profiles of members of our diaspora. One will also receive invitations to special events.

The NationBuilder Project Manager will

1. Manage the effective implementation of the NationBuilder software in the creation, enhancement of Centro electronic web based communications across several platforms.
2. Managing Centro communications databases- developing a comprehensive and inclusive database system that will incorporate NationBuilder, and will allow for daily updating and field coding to input data

Qualifications:

Appropriate and related work experience and intermediary knowledge of NationBuilder application. Microsoft Office programs WORD and EXCEL required, ACCESS desirable. Candidate must be focused, well-organized and methodical in accomplishing work tasks. Willingness to take initiative in anticipating and accomplishing tasks desired as well as being open to taking appropriate training. Fluency in Spanish desirable but not absolutely required.

To apply: Forward cover letter, resume and contact information for 2 professional references via e-mail to Jose deJesus, Associate Director for Operations at jdejesus@hunter.cuny.edu The subject line of the email should read: **NationBuilder Project Manager.** Telephone queries: 212-772-5706

About the Center for Puerto Rican Studies at Hunter College

The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.