



Organization Overview

UnLocal, Inc. is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's immigrant communities. Our Legal team uses a comprehensive approach to advocacy, combining consultations, representation, training, and outreach to support impacted community members.

Position Summary

The Executive Coordinator is responsible for providing high-level support to the Executive Director by ensuring efficient coordination of meetings, communications, and administrative support. In addition to assisting the Executive Director, this role will be responsible for ensuring smooth, efficient, and secure daily office operations while supporting staff across in-office and remote environments. This role oversees facilities, vendors, and technology systems, collaborates closely with the Director of Human Resources, People and Culture, & the Director of Finance, and plays a key role in fostering a safe, positive, and collaborative workplace. The Executive Coordinator also identifies opportunities to improve processes and operational efficiency across the organization. This position is fully in office 5 times a week, and this is a full-time position that reports directly to the Director of Human Resources.

Key Responsibilities

Executive Support

- Provide high-level executive support, managing Executive Directors emails, communications, and appointments
- Arrange travel and manage expenses upon request
- Support virtual meeting hosting and occasional note-taking as needed
- Provide Additional Executive Support
- Oversee the preparation of agendas for meetings

Office Operations & Facilities

- Oversee daily office operations, including vendor relationships and maintenance of office facilities



- Coordinate with building management and service providers to address repairs, safety needs, and general upkeep
- Maintain office supplies, equipment, and shared spaces to ensure a functional and welcoming work environment

Employee & Workspace Support

- Collaborate with individual team members to support their office environment needs, both in-office and remote
- Assist with onboarding and offboarding logistics, including workspace and equipment setup
- Support internal meetings, staff gatherings, and office-wide events

Technology & Systems Management

- Manage the organization's technology infrastructure, including hardware, software, and core systems
- Coordinate technology setup, troubleshooting, and equipment inventory
- Support basic data security practices and ensure systems are used appropriately and securely
- Support operational tasks, employee experience initiatives, and internal communications as needed
- Help ensure office practices align with organizational policies and values

Process Improvement & Operational Support

- Identify opportunities for process improvement and efficiency enhancements across office operations and organizational functions
- Assist with documentation of procedures, workflows, and internal resources
- Track office expenses, invoices, and basic operational reporting

Qualifications

Required

- High school diploma or equivalent (Associate's or Bachelor's degree preferred)



- 1–3 years of experience in office coordination/management, operations, or administrative roles
- Strong organizational, multitasking, and problem-solving skills
- Detail oriented
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office or Google Workspace

Preferred

- Experience supporting hybrid or remote work environments
- Familiarity with basic IT coordination or technology systems
- Experience working closely with HR or People Operations teams

Salary & Benefits:

- Full-time position.
- Salary: \$65-70K annually
- Full premium coverage for health, dental, and vision insurance.
- Contributions to commuter benefits and access to 401(k).
- Professional development stipend.
- Yearly Wellness Stipend.
- 40 days of paid time off (PTO) available for any reason the staff member sees fit.
- Office closure between Christmas and New Year's (not counted towards PTO).
- After three years of employment, staff are eligible for a 4-week sabbatical.
- Promoting work-life balance through flexible Fridays
- This position is not in the UnLocal bargaining unit.

To Apply:

If you are passionate about making a difference and possess the required skills, please submit your resume and cover letter to Adrian Espana at Adrian@unlocal.org. We look forward to welcoming a dedicated Executive Coordinator to add to our team.

This position primarily involves sedentary work, including extended periods of sitting, use of a computer, and communication via phone and video conferencing. Travel will be required for funder outreach or partner meetings. Position frequently moves items of up to 10 pounds across the office or into off-site locations. Occasional weekend availability is required. Reasonable



accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

EQUAL EMPLOYMENT OPPORTUNITY

As an Equal Employment Opportunity (EEO) Employer, UnLocal, Inc. prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender which may be the same or different from one's sex assigned at birth); gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

UnLocal, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients (people), to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us and our ability to build strong relationships with our colleagues. Every member of our community is expected to continuously learn about the dynamic, evolving, and emerging field of knowledge of identity, bias, and systemic forms of oppression and participate in productive efforts to dismantling bias in all forms.