



## POSITION ANNOUNCEMENT

**POSITION:** Program Coordinator

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Surabhi Jain, Director of  
Adult Education and Workforce Development

**SALARY:** Commensurate with experience

### BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

### SUMMARY

NCLR is seeking a Program Coordinator who can manage the various tasks, partnerships, and deliverables associated with the Workforce Development (WFD) team's different projects. The WFD component works to ensure that the Latino community can contribute to and share in our country's economic opportunities. WFD does this by implementing programs that lead to career and economic mobility for youth and adults in partnership with NCLR's community-based Affiliates.

The Program Coordinator will be responsible for managing the requirements of different grants, ensuring compliance and completion of program deliverables, and performing data management and reporting. The Coordinator will support the Director of Adult Education and WFD in day-to-

day component activities, and serve as the liaison to NCLR Affiliates. The Coordinator will also be expected to participate in all WFD team activities and events, and support institutional goals and objectives.

The Program Coordinator reports to the Director of Adult Education and WFD. The position will be based in Washington, DC.

## **RESPONSIBILITIES**

- Develop and update a master spreadsheet that tracks all timelines and deliverables associated with the WFD team's grants and projects.
- Support WFD Affiliates in program development, data collection, and evaluation.
- Help facilitate and coordinate grant-related meetings including logistics planning, agenda setting, and note-taking.
- Serve as a liaison with NCLR WFD Affiliates.
- Ensure that project activities, outcomes, and deliverables are consistent with those outlined in funding proposals.
- Provide support to Affiliates and WFD team in data collection, reporting, and documenting outcomes and deliverables.
- Create quantitative and qualitative reports.
- Serve as the liaison between the WFD team and NCLR's Data and Impact Manager.
- Research WFD materials, such as evaluations, case studies, best practices, research documents, tools, and white papers.
- Participate in relevant WFD and career pathways conferences and meetings.
- Maintain an understanding of NCLR and its Affiliate partners, including relevant program initiatives, operational structure, history, and leadership.
- Create and prepare templates and content for communications with Affiliates, include e-newsletters, e-updates and blog posts.
- Collaborate with NCLR components across the organization.
- Support signature WFD team events, such as the annual NCLR WFD Forum.

## **QUALIFICATIONS**

- Bachelor's degree, and at least two years of professional WFD experience.
- Ability to manage multiple tasks, prioritize assignments, and meet deadlines.
- Demonstrated experience working with community-based organizations or other nonprofits.
- Knowledge of the needs of the Latino or low-income, limited-skills workforce.
- Strong project management experience, including problem-solving and relationship-building skills.
- Strong written and oral communication skills, and professional attitude in representing NCLR and its partners to various audiences.
- Ability to work well independently and as part of a team.
- Experience managing data and reporting.

- Organized, detail-oriented, creative, and flexible.
- Proficient in Microsoft Office Suite.
- Ability to travel up to six times a year.
- Bilingual (English/Spanish) strongly preferred.

**SEND COVER LETTER AND RÉSUMÉ TO:**

National Council of La Raza  
1126 16th Street, NW  
Suite 600  
Washington, DC 20036  
Attn: Surabhi Jain  
[hrmail@nclr.org](mailto:hrmail@nclr.org)  
***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*