



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Education Program Manager

**OPEN:** Immediately

**LOCATION:** San Antonio, TX

**CLOSE:** Until filled

**CONTACT:** Associate Director, Education Programs

**SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The UnidosUS Education component seeks an experienced and accomplished program manager with a deep affinity for the organization's mission and commitment to support Latino youth through the college- and career-readiness process. The Education Program Manager will oversee partnerships between UnidosUS and national secondary (middle and high school) Affiliate sites implementing programs including Escalera: Steps to Success, Early Escalera: Pasos Adelante, Annual Youth Summits, and other secondary programs as needed.

The Education Program Manager position requires leadership, confidence and vision, thoughtful strategic planning, interpersonal communication, and curriculum and program development skills. In this role, the Education Program Manager specific work may be assigned and supervised by other staff members in the Education team. In addition, this person will collaborate and oversee the Early Escalera and Escalera programs with other managers. This person will report directly to the Associate Director of Education Programs as such experience, and comfort with collaborating with multiple supervision is necessary. The position will be based in San Antonio, Texas.

## **RESPONSIBILITIES**

### **Program Development and Implementation**

- Develop, plan, and deliver effective training sessions to assist Affiliates in launching and successfully implementing the *Escalera* programs at program sites.
- Lead online technical assistance and professional development through a learning management system.
- Provide guidance and technical assistance to program sites to strengthen program model, deliverables, and outcomes.
- Monitor program implementation and collect accountability reports from participating sites.
- Identify and coordinate strategic support to Affiliate partners in program development, data collection, program evaluation, and program expansion and replication.
- Develop and/or revise curriculum toolkits, materials, and modules geared at secondary school students.
- Arrange meeting logistics for all *Escalera*-related events.
- Plan and execute the Annual *Escalera* Youth Summit, to include selecting event location, developing event agenda, coordinating travel logistics for attendee and ensure the success of the summit.
- Establish and manage partnerships with institutions of higher education, college- and career-ready organizations, and STEM-focused partners.

### **Data Management and Evaluation**

- Provide data collection support to Affiliates as they interact with UnidosUS data system, Fluxx.
- Prepare funder reports and assist with grant proposals.
- Work with UnidosUS staff, program Affiliates, and evaluators to conduct a formal program evaluation of education program.

### **Public Information and Communication**

- Prepare written internal and external reports, updates, materials, and other necessary communications.
- Work with the UnidosUS's Communications and Marketing team to create and manage information on the UnidosUS website and social media outlets.
- Support dissemination of program information, announcements, materials, and tools.
- Provide support in resource development and funding activities, including the preparation of proposals.

## **QUALIFICATIONS**

- Bachelor's degree required in education, communications, or a related field required.
- Five (5) to seven (7) years of experience in education programs, preferably in a school setting.

- Robust understanding of the Latino community and commitment to social justice.
- Experience with curriculum and program development required.
- Experience with cloud-based collaborative learning systems such as Blackboard or Canvas preferred.
- Proficiency in Windows, Microsoft Office, communication software, and use of the Internet.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Commitment to excellence and high standards.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities, deadlines, working both independently and as part of a team.
- Ability to work effectively with diverse constituencies and in a variety of situations.
- Strong organizational and administrative skills and attention to detail; organized, and a quick learner.
- Excellent verbal communication skills and ability to present UnidosUS effectively in various settings.
- Ability to self-start as well as communicate effectively across multiple teams and with multiple staff members in various geographical locations.
- Well-developed writing skills and ability to synthesize information from different sources and present it in a variety of written formats and styles for various audiences (e.g., activity and progress reports, manuals, articles, data analyses, and fact sheets).
- Flexibility to work evenings and weekends when necessary.
- Ability to travel up to 25% to 35% of the time post-pandemic.
- Acute attention to detail.
- Bilingual (English/Spanish) preferred.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

**SEND COVER LETTER AND RÉSUMÉ TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Education Program Manager

**Attn:** Associate Director, Education Programs

***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.*