



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Education Research  
Program Manager

**OPEN:** Immediately

**LOCATION:** Washington, DC; Los Angeles, CA;  
or Chicago, IL

**CLOSE:** Until Filled

**CONTACT:** Maria Moser, Senior Director of  
Teaching and Learning

**SALARY:** Commensurate with  
Experience

## 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 country stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

## SUMMARY

UnidosUS seeks an experienced advocate for children and families to lead a new initiative focusing on whole child learning. The Education Research Program Manager will lead a coalition in identifying best practices for serving Latinx students through whole child learning and well-being and create structured opportunities to expand the reach of these practices. They will build relationships with key stakeholders, including UnidosUS Affiliates and external partner organizations focusing on equity in education and health.

The Education Research Program Manager will be responsible for whole child learning initiatives, and its intersection with health and well-being. These initiatives build understanding of best practices in whole child learning for groups of diverse stakeholders,

including experienced education and health professionals, parents (particularly Spanish-speaking families), and college students. The first year of this project will include:

- Conducting background research on whole child learning and well-being, including a review of current literature, an internal assessment of current work and practices, and assessment of UnidosUS Affiliate and partner practices to support whole child learning in education and health contexts.
- Leading a collaborative process to create a framework for whole child learning that supports Latinx children and families.
- Planning and leading a peer exchange process to highlight and spread best practices in whole child learning.
- Partnering with UnidosUS team, its Affiliate Network, and coalition partners to identify key opportunities for education and health advocacy to support whole child learning and well-being.

This position reports to the Senior Director of Teaching and Learning, and may be located in Chicago, IL; Washington, DC; or Los Angeles, CA.

## **RESPONSIBILITIES**

- Manage relationships with UnidosUS Affiliates, partners, and other critical stakeholder groups involved in education and health equity, including representing UnidosUS at external meetings and strategic discussions.
- Independently lead complex, long-term projects across multiple sites, including trainings, meetings, virtual platforms, peer exchanges, one-on-one assistance, and material development, dissemination, and redesign.
- Provide training and technical assistance on education and health initiatives to UnidosUS Affiliates, partners, and program stakeholders.
- Prepare and submit progress reports, and work with team members on managing data collection, evaluation, and reporting processes.
- Work collaboratively with colleagues in policy, communications, education, immigration, and health to connect UnidosUS Affiliates and other stakeholders to opportunities for advocacy and engagement around whole child learning and well-being.
- Collaborate with communications staff to raise awareness of whole child learning and well-being, including writing content and issue-related articles for publication and dissemination to varying audiences.

## QUALIFICATIONS

- Bachelor's degree in Education, Social Work, or Public Health from an accredited college or university is required. Master's degree is strongly preferred.
- Minimum of five to seven years of relevant professional experience.
- Excellent written skills, and the ability to project manage and produce work products suitable for a wide array of audiences.
- Ability to manage compliance and procedures related to project and data management.
- Ability to listen, learn, and synthesize key ideas or talking points across diverse stakeholders and audiences.
- Strong presentation/training skills, including digital platforms.
- Strong cross-cultural communication skills, with a lens to cultural humility.
- Experience working with community-based organizations and diverse community, including young Latinos, immigrants, Spanish-dominant Latinos, and health and education professionals.
- Ability to work independently and as part of a team.
- Experience in working with Latino-serving schools, community-based organizations, or community health centers, including school-based health centers.
- Bilingual (English/Spanish) fluency, written and oral preferred.

**Please note: Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity. Please include "Education Research Program Manager" in the subject line of your email.**

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre Building

Attn: Maria Moser, Senior Director of Teaching and Learning

1126 16th Street, NW, Suite 600

Washington, DC 20036

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

Subject Line: Education Research Program Manager

***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.