



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Program Specialist, Young Adult  
Re-Entry Initiative

**OPEN:** Immediately

**LOCATION:** Washington, DC or  
Chicago, IL

**CLOSE:** Until filled

**CONTACT:** Surabhi Jain, Director of  
Workforce Development

**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 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](#) and [Twitter](#).

## SUMMARY

UnidosUS is seeking a Program Specialist to lead the implementation of the UnidosUS Young Adult Re-Entry Initiative. This includes providing technical assistance to sub-grantees, collecting Affiliate narrative and financial reports, reporting to the U.S. Department of Labor (DOL), and conducting site visits and audits.

UnidosUS is working with three Affiliate sub-grantees who are providing education, legal, and employment services to 500 young adults, ages 18-24, who have been involved in the juvenile or adult justice system. The program will enable the re-entry of 500 young adults into the workforce through education, training, and job placement. The sub-grantee sites are located in Los Angeles, CA; San Jose, CA; and San Juan, Puerto Rico.

The Program Specialist reports to the Director of Workforce Development (WFD). The position will be based in Washington, DC or Chicago, IL.

## RESPONSIBILITIES

- Support the implementation, operation, and evaluation of the Young Adult Re-Entry Initiative.
- Provide targeted technical assistance and capacity building trainings to sub-grantees; cultivate and support a community of practice by documenting and sharing best practices.
- Monitor technical grant compliance; ensure that UnidosUS and sub-grantee policies and procedures are up to date with all applicable federal circulars and program requirements.
- Ensure that the WFD team meets its obligation to the DOL in all aspects of the contract.
- Support and ensure the maintenance of sub-grantee electronic and hard copy filing system.
- Aggregate information from sub-grantees; develop and report monthly and quarterly performance to the DOL.
- Conduct annual site visits and audits at each participating sub-grantee.
- Coordinate logistics for project-related events and meetings.
- Participate in relevant WFD and career pathways conferences and meetings.
- Maintain an understanding of UnidosUS and its Affiliate partners, including relevant program initiatives, operational structure, history, and leadership.
- Help expand UnidosUS's Re-Entry Initiative through research, participation in coalitions, funder prospecting, and grant writing.
- Collaborate with UnidosUS components across the organization.
- Support signature WFD team events, such as the annual UnidosUS WFD Forum.

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university and a minimum of **three** years of experience working in nonprofit sector.
- Minimum of **three** years of experience in program management, including design, capacity building and remote site technical assistance provision required.
- **Three to five** years of experience working with programs that address youth involved in the justice system (ages 18-24), as well as knowledge of the needs of people with criminal records.
- Demonstrated experience managing federal grant contracts; preference for contracts through the DOL.
- Bilingual (English/Spanish) required.
- Experience with research as well as collecting, analyzing, and reporting data.
- Ability to manage multiple tasks, prioritize assignments, and meet deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Proven ability to interface with governmental and community-based organizations, and effectively communicate with diverse constituent groups.
- Ability to work well independently and as a part of a team.
- Must be proficient in Microsoft Office Suite and project management software.

- Excellent problem solving and strategic thinking skills.
- Ability and willingness to travel multiple times in a year.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.

**Please note:** Only those applicants who submit a cover letter and a résumé will be considered for this opportunity. Please include “Program Specialist, Young Adult Re-Entry Initiative” in the subject line.

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS  
Raul Yzaguirre Building  
Attn: Surabhi Jain  
1126 16th Street NW, Suite 600  
Washington, DC 20036-4845  
Email: [hrmail@unidosus.org](mailto:hrmail@unidosus.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.*