POSITION ANNOUNCEMENT

POSITION: Program Specialist, Workforce Development

OPEN: July 2020

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Ana Aguirre, Director of Education and 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 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 or follow us on Facebook, Instagram, and Twitter.

SUMMARY
The Program Specialist for the Workforce Development (WFD) team will assist with various tasks, ongoing partnerships, and component and organizational deliverables. The Program Specialist will be responsible for drafting reports and newsletters to be shared with Affiliates. They will conduct preliminary labor market research, collect grant data from Affiliates, and ensure compliance and completion of program deliverables. The position reports to the Director of Adult Education and Workforce Development and will support them in day-to-day component activities. The Program Specialist will also be expected to participate in all WFD team activities and events.

RESPONSIBILITIES
- Develop and maintain a master spreadsheet that tracks all timelines and deliverables associated with WFD team grants and projects and their required reporting.
• Provide support to the WFD Team and UnidosUS Affiliates in order to ensure that project activities, outcomes, and deliverables are consistent with those outlined in funding proposals.
• Share responsibility for program outcomes and growth.
• Create and manage an internal online repository of literature reviews and record the most recent workforce development related statistics and trends (labor market, industry trends, composition of Latinx workforce, etc.).
• Serve as internal liaison between the WFD team and UnidosUS’s Data and Impact team to support larger organizational objectives.
• Perform preliminary research and create draft WFD materials, such as evaluations, case studies, best practices, research documents, tools, white papers, and curricula.
• Support WFD Affiliates in program development, data collection, and evaluation.
• Help inform quantitative and qualitative WFD reports.
• Help facilitate and coordinate grant-related meetings including logistics planning, and agenda-setting for both virtual and face-to-face events.
• Participate in relevant WFD and career pathways conferences and meetings.
• Support signature WFD team events, such as the biennial Workforce Development Forum.
• Assist in the creation and preparation of templates and content for communications with Affiliates, including e-newsletters, e-updates, and blog postings.
• Maintain an understanding of UnidosUS and its Affiliate partners, including relevant program initiatives, operational structure, history, and leadership.
• Support and participate in cross-component UnidosUS collaborations.
• Other duties as assigned and required.

QUALIFICATIONS
• Bachelor’s degree from an accredited college or university.
• Minimum of three to five years of professional workforce development, or related experience in nonprofit, foundation, or corporate funding positions.
• Experience with or knowledge of the public employment and federal funding for WFD programs.
• Project Management Professional Certification preferred.
• Understanding of the needs of the Latino/low-income, limited-skills workforce.
• Bilingual (English/Spanish) strongly preferred.
• Ability to summarize market data from weekly reports to more easily and quickly interpret content, reports, trends, etc.
• Strong written and oral communication skills and professional attitude in representing UnidosUS and its partners to various audiences.
• Ability to manage multiple tasks, prioritize assignments, and meet deadlines.
• Proficient in Microsoft Office Suite.
• Ability to work well independently and as part of a team.
• Ability to travel up to six times a year.

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

**SEND COVER LETTER AND RÉSUMÉ TO:**
UnidosUS
Raul Yzaguirre Building
Attn: Ana Aguirre
1126 16th Street NW, Suite 600
Washington, DC  20036
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.