



POSITION ANNOUNCEMENT

POSITION: Program Coordinator

OPEN: Immediately

LOCATION: Washington, DC; San Antonio, TX; **CLOSE:** When filled
Chicago, IL

CONTACT: Loretta Rodriguez

SALARY: Commensurate with experience

SUMMARY

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

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.

BACKGROUND

The NCLR Workforce Development (WFD) component seeks to ensure that the Latino community is able to contribute to and share in the nation's economic opportunities. WFD does this by implementing programs that lead to career and economic mobility for youth and adults in partnership with its community-based Affiliates.

NCLR seeks a Program Coordinator who can manage the various tasks, partnerships, and deliverables associated with different projects in the Workforce Development team. The position will be located at either the NCLR headquarters in Washington, DC; the NCLR Midwest Office located in Chicago, Illinois; or the NCLR Texas Regional Office located in San Antonio, Texas.

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 in day-to-day component activities and serve as the liaison to NCLR Affiliates. The position reports to the Director of Workforce Development. The Program Coordinator will be expected to participate in all WFD team activities and events and support institutional goals and objectives.

RESPONSIBILITIES

- Support Affiliates in program development, data collection, program evaluation, and program expansion.
- Identify areas to strengthen program components and work with Affiliates to develop and implement targeted solutions.
- Help facilitate and coordinate grant-related meetings including logistics-planning, agenda-setting, and note-taking.
- Serve as a liaison with NCLR Affiliates.
- Ensure that project activities, outcomes, and deliverables are consistent with those outlined in funding proposals.
- Provide support to all partners in data collection, reporting, and documenting outcomes and deliverables.
- Prepare quarterly and annual reports.
- Refine the existing data collection system being used by NCLR and its Affiliate program sites.
- Help prepare and disseminate workforce development materials, such as evaluations, case studies, best practices, research documents, tools, and white papers.
- Participate in relevant workforce development and career pathways conferences and meetings.
- Prepare written internal and external reports, updates, materials, and other necessary communications.
- Provide support in resource development and funding activities, including preparing proposals.
- Support program and overall appropriate workforce development advocacy efforts where appropriate.
- Maintain a solid understanding of NCLR and its Affiliate partners, including relevant program initiatives, operational structure, history, and leadership.
- Represent NCLR partnership at various events and related meetings.
- Share responsibility for program outcomes and growth.
- Support and participate in cross-component NCLR collaborations.

QUALIFICATIONS

- Bachelor of Arts degree and at least three years of professional workforce development experience
- Experience managing multiple partnerships and stakeholders at the same time
- Demonstrated experience working with community-based organizations or other nonprofits, community colleges, employers, and other workforce development stakeholders
- Deep understanding of the needs of the Latino workforce and a demonstrated history working with the Latino community
- Experience or knowledge of the public employment/workforce development system
- Strong project management experience and writing skills
- Experience managing data and reporting
- Excellent customer service and relationship-building skills
- Strong written and oral communication skills and professional attitude in representing NCLR and its partners to various audiences
- Sense of self-motivation with strong initiative and ability to work independently
- Ability to establish and maintain relationships with multiple stakeholders, both internally and externally
- Ability to manage multiple tasks, prioritize assignments, meet deadlines, and follow up
- Must be organized and have high attention to detail
- Creative, resourceful, and flexible; strong problem-solving skills
- Must be proficient in Microsoft Office Suite
- Promptness, reliable job attendance, and sound judgment
- Ability to work as part of a team and encourage excellence in performance
- Flexibility with schedule, working hours, and assignments, including ability to work evenings and weekends when necessary
- Ability to travel
- Bilingual preferred (English/Spanish)

Please note: Only applicants who submit a cover letter along with a résumé will be considered for this opportunity. Please include “WFD Program Coordinator” in the subject line of any email submissions.

SEND COVER LETTER AND RÉSUMÉ TO:

Email: hmail@nclr.org
National Council of La Raza
Raul Yzaguirre Building
Attn: Loretta Rodriguez, Human Resources
1126 16th Street, NW, Suite 600
Washington, DC 20036-4845

Fax: (202) 776-1730
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.