



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Education Program Manager

**OPEN:** Immediately

**LOCATION:** Washington, DC or Los Angeles, CA

**CLOSE:** Until Filled

**CONTACT:** Feliza Ortiz-Licon, Senior Director,  
Education Leadership 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 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 and Twitter.

### SUMMARY

The UnidosUS Education team 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*, the Annual *Escalera* Youth Summit (alternating focus on College & Career Readiness and STEM), and other secondary programs (if need be).

To this end, the Education Program Manager position requires leadership, confidence and vision, thoughtful strategic planning, interpersonal communication, and curriculum and program development skills.

This position reports directly to the Senior Director of Education Leadership Development; however, specific work may be assigned and supervised by other staff members on the Education team. As such, experience and comfort collaborating with multiple supervisors is

necessary. Position may be based in Washington, DC or Los Angeles, CA.

## **RESPONSIBILITIES**

### **Program Development and Implementation**

- Develop and/or revise curriculum tool kits, materials, and training modules geared at secondary school students.
- Lead online technical assistance and professional development through a learning management system.
- Identify and coordinate strategic support to Affiliate partners in program development, data collection, program evaluation, and program expansion and replication.
- Provide guidance and technical assistance to program sites to strengthen program model, delivery and outcomes.
- Develop, plan, and deliver effective training sessions to assist Affiliates in launching and successfully implementing the *Escalera* programs at program sites.
- Arrange meeting logistics for all *Escalera*-related events.
- Plan and execute the Annual *Escalera* Youth Summit.
- Monitor program implementation and collect accountability reports from participating sites.
- Establish and manage partnerships with institutions of higher learning, college & 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 the education program.

### **Public Information and Communications**

- Prepare written internal and external reports, updates, materials, and other necessary communications.
- Work with the UnidosUS's Marketing & Communication 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**

- B.A./B.S. degree in Education, Communications, or a related field from an accredited College or University.
- Minimum of **five to seven years** of experience in education programs, preferably in a school setting.

- Robust understanding of the Latino community, commitment to social justice and to the UnidosUS mission.
- Demonstrated experience with curriculum and program development.
- Demonstrated knowledge of local and regional college & career preparedness and college-going issues, particularly from a first-generation, Latino perspective.
- Demonstrated ability to engage a range of partners and support networks, including high schools, community-based/nonprofits, institutions of higher education and the corporate community.
- Experience with cloud-based collaborative learning systems such as Blackboard or Canvas preferred.
- 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 represent 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 as needed.
- Proficiency in Windows, Microsoft Office, communication software, and use of the Internet.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Bilingual (Spanish-English) skills a plus.

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

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16<sup>th</sup> St., NW, Suite 600 Washington, DC 20036 or

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

Fax: 202-776-1792

Subject Line: Education Program Manager

Attn: Feliza Ortiz-Licon, Senior Director, Education Leadership Development

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.